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## STRTP Head of Service

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### Job Description

**Position Description:** A Short Term Residential Therapeutic Program (STRTP) Head of Service oversees and provides (as necessary) behaviorally-focused mental health services to children and families with significant mental health issues that impact their ability to transition from the STRTP into a family-based setting. These services, which are child and family focused and strength-based, are provided at the STRTP facility and in the community (including schools, hospitals, and family homes).

#### Primary Job Duties:

- Provide time-limited individual, group, and family therapy to clients and their families as necessary.
- Coach counselor staff on mental health interventions and skill building activities
- Provide training to all STRTP staff regarding mental health disorders and interventions
- Assist in the design of group curricula
- Provide clinical services to clients on caseload
- Participate in, and when necessary facilitate, the Child and Family Team meetings, treatment reviews, program staff meetings, and IEP meetings when necessary.
- Complete and/or approve assessments, treatment plans, functional behavioral assessments, progress notes, monthly reports, discharge summaries and other CCL or Medi-Cal required paperwork in a timely manner.
- Oversee the maintenance of client charts and records to Utilization Review standards.
- Engage in clinical chart review regularly to ensure audit readiness.
- Maintain close communication with all treatment team members.
- Participate in supervision with the program director as required.
- Attend and participate in all trainings as assigned.
- Function as the clinical head of services for EPSDT contracts
- Provides clinical supervision, including documentation approval for other clinicians within the organization
- Coordinate treatment team meetings within the facility
- Maintain professional behavior at all times, appropriately representing the agency's mission and philosophy.
- All other duties assigned by supervisor or other agency leadership

#### Job Specifications:

- Master's degree in Social Work/Psychology/Counseling
- Current LCSW, LPCC or LMFT license



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- Fingerprint clearances
- Own vehicle, valid California Driver's License and insurance
- Experience working with children in out-of-home care, crisis assessment, management, and interventions a plus
- Ability and willingness to work independently in the office and in the community.
- Ability to work with a diverse population and cultural competency
- Good organizational and writing skills
- Flexible schedule with ability to work evenings and weekends
- Willing to respond to crisis situations and be part of a rotating emergency on-call system
- Bilingual skills are preferred but not required
- Strong preference for individuals with Medi-Cal documentation/billing experience
- Experience working with probation youth strongly preferred

**To perform the job successfully, an individual should demonstrate the following competencies:**

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions
- **Customer Service** - Responds promptly to stakeholder needs; Solicits stakeholder feedback to improve service. Responds to requests for service and assistance; Meets commitments.
- **Teamwork** - Contributes to building a positive team spirit
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks; Develops realistic action plans and timelines
- **Adaptability** - Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events
- **Innovation** - Generates suggestions for improving work; Develops innovative approaches and ideas

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is required to:

- Regularly talk or hear up to 4 hours a day;
- Regularly sit, type, and use the mouse up to 4 hours a day;



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- Regularly sit and stand from chair up to 20 times a day;
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally stand, walk, use hands to finger, handle or feel, and reach with hands and arms;
- Kneel, crouch, squat, crawl, and twist upper body, grasp, and run, in order to perform essential duties of this position.
- Possess the ability to provide intervention during crisis situations;
- Occasionally climb stairs
- Occasionally get in and out of car up to 3 or 4 times a day;
- Occasionally drive in dry and wet weather, usually during day light hours, but occasionally in the evening hours

### Work Environment:

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Work indoors/outdoors in all types of weather conditions, dependent on resident's needs.
- Work under conditions of possible assaultive behaviors of residents.

Greater New Beginnings Youth Services is proud to be an equal opportunity employer. Employment, evaluations and wages are based on the qualifications of an applicant and her/his ability to perform the duties listed in this job description without regard to race, religious creed, gender, national origin, ancestry, disability, age, marital status, sexual orientation, medical condition or any other characteristic protected from discrimination by federal, state or local law. Program staff, consultants, and volunteers are screened according to internal and national standards and practices.

My signature acknowledges that I have received, read and understand the content of this job description.		
Signature	Print Name	Date