

JOB DESCRIPTION: Treatment Director

Job Summary

The Treatment Director is responsible for providing overall direction and guidance for treatment programming and management of residential therapeutic interventions for children residing at Habilitative Homes as well as their biological families, foster and/or adoptive families, as appropriate. Habilitative Homes is a 24/7 residential program serving children ages 4-19 who have severe intellectual and/or developmental disabilities, including Autism.

Responsibilities

General:

- Contributes to Pathways' mission, vision, and program philosophies by way of work product and professional behavior with both internal and external parties.
- Adheres to licensure requirements and regulations as set forth by the Texas Department of State Health Services and Texas State Board of Examiners.
- Participates actively in agency quality assurance activities including performance and outcomes review, case record review, stakeholder satisfaction review, incident review, and improvement planning.
- Demonstrates an awareness, appreciation and respect for diverse cultures and individual differences of clients and fellow employees.
- Adheres to all current federal & state laws, as well as Pathways Policies and Procedures, including the safeguarding of confidential healthcare information and compliance with the Health Insurance Portability & Accountability Act (HIPAA).
- Reports immediately any suspected incidents of child abuse or neglect to his/her immediate supervisor and the Child Abuse Hotline.
- Reports serious incidents as well as significant and unusual incidents per agency policy and reports to agency management and DFPS caseworker, as appropriate.
- Maintains professional licensure as a mental health provider in good standing based on licensing requirements as well as all training requirements for licensure.
- Provides support to Program Administrator in hiring, training, development, and evaluation of staff.
- Establishes relationships and communicates with the clients/children, caseworkers/probation officers, family members and staff.
- Identifies and seeks resolution for potential problems arising with all involved parties.
- Performs administrative duties to ensure the efficient functioning of daily treatment operations.
- Attends staff/agency meetings as required.
- Completes other duties as directed.

Essential Duties:

Program:

- Ensures treatment programming complies with applicable regulatory requirements.
- Supports the Program Administrator with program implementation.
- Makes recommendations for program improvements.
- Works with Program Administer in providing community awareness and support for the program.
- Participates in the review of potential new clients for program admission, reviews psychological assessments and treatment history files, and provides input to Program Administrator.
- Assists the Program Administrator and other professionals in short and long-term planning for the program.

- Assists in developing and providing training of direct support professionals.
- Develops professional relationships with other peers in the field.
- Attends meetings and trainings as required.

Clients:

- Completes initial diagnostic assessments on all clients assigned (within 14 days of intake) to determine treatment needs, as well as conducts ongoing assessments (every 6 months/annually depending on insurance) to determine when clinical goals have been achieved and service delivery is no longer indicated.
- Develops initial treatment plans (within 14 days of intake) and updates treatment plans (every 90 days) to include age appropriate clinical interventions/objectives/goals that are observable and measurable.
- Performs and facilitates treatment planning and reviews.
- Provides on-site, in-home or in-office therapy to individuals, family, or groups as clinically indicated, and as appropriate to the job.
- Provides support and crisis management services as needed.
- Participates in case staffing meetings with other service providers.
- Acts as an education liaison when needed to support residents educational needs
- Attend ARD's (Admission, Review and Dismissal), parent/teacher conferences, court hearings, TDFPS staffings, etc., as needed.
- Maintains all client documentation in the electronic record.

Supervisor: Program Administrator

Supervises: Treatment personnel as assigned

Work Environment: Office and residential setting interacting with clients. Exposure to blood or bodily fluids

Work Hours: This is a full-time, minimum 40 hours per week position including some weekend, holiday, and evening hours

Classification: Exempt

Education & Experience

A treatment director that provides or oversees treatment services for children with intellectual disabilities or children with autism spectrum disorder must:

- Have a master's degree in a human services field from an accredited college or university
- Be licensed as a professional counselor, clinical social worker, marriage and family therapist, registered nurse, psychiatrist or psychologist
- Certified by the Texas Education Agency as an education diagnostician, have a master's degree in special education or a human services field,
- Have three years of experience working with children with intellectual disabilities or autism spectrum disorder, including one year in a residential setting

Knowledge, Skills, & Abilities

- Strong clinical skills and knowledge of the treatment issues concerning children, adolescents, and adults dealing with developmental and other intellectual disabilities including Autism.
- Experience with children and families who have experienced the foster care system and knowledge of DFPS is preferred.
- Ability to support the agency's culture, growth, and success through communication, accountability, and positivity.
- Ability to be clear headed and decisive based on the scope of the position.
- Ability to work efficiently and effectively both individually and as part of a team.
- Ability to appropriately accept feedback through the supervision process.
- Possess a willingness to learn, grow, and improve.

- Competent in using Microsoft Word, Excel, the Internet, and other software applications.
- Effective oral/written communication and organizational skills.
- Ability to work well as a part of a professional team.

Additional Requirements

- Proof of valid Texas Driver's License (Type C)
- Access to reliable transportation
- Proof of valid/current auto insurance
- Copy of official state driving record
- Three (3) employment references
- Cleared criminal background check and signed statement regarding felony indictments/convictions
- Cleared TB test results (current within 12 months prior to employment)
- Cleared pre-employment drug test
- Working cellular telephone

Physical and Mental Demands

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: frequent manual dexterity, seeing, hearing, speaking, use of computer and writing clearly. Frequent reaching with hands and arms, stooping, kneeling, crouching, crawling, frequent sitting, standing and walking may be required and may involve climbing stairs, walking up inclines, and on uneven terrain. Additional physical requirements may include frequent lifting and or moving up to 25 pounds. Ability to interact with children in games, activities and in emergencies. Ability to remain calm in stressful situations.

DISCLOSURE STATEMENT

The above statements reflect the general details considered necessary to decide the essential functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

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