

CHILDREN'S AID HOME PROGRAMS OF SOMERSET COUNTY, INC.

POSITION DESCRIPTION

PARTIAL HOSPITALIZATION PROGRAM DIRECTOR

(Partial Hospitalization Program)

Exempt

Page 1

CASELOAD:

Children served ages 12 - 18. All essential functions are conducted within the framework of cognitive, physical, social, and emotional aspects of the developmental stage.

MISSION STATEMENT:

Our mission is to provide a continuum of quality services, which promote the emotional, behavioral, educational, and physical development of children, adolescents, and their families.

OVERALL PURPOSE:

This is a professional position supervises the Partial Hospitalization Program (PHP).

ESSENTIAL FUNCTIONS OF JOB: (other duties may be assigned)

1. Verify timesheets, timecards, and leave requests and client encounter forms.
2. Decrease operating expenses utilizing cost-effective therapeutic activities.
3. Facilitate New Hire Orientation with weekly follow up.
4. Complete quarterly record reviews.
5. Evaluate survey results and make any programmatic changes based on feedback.
6. Network and promote positive public relations with referral sources.
7. Attend open house, in-services, or other meetings in the community, as directed by Executive Director.
8. Present new diversification ideas to Program Director for consideration when opportunities arise.
9. Complete performance appraisals for six month and annual reviews timely and within identified timeframes.
10. Provide direct supervision to staff.
11. Attend training, in-service, meetings and conferences as necessary and as directed to obtain 40 hours according to policy.

OTHER DUTIES OF JOB:

1. Participate in the annual mental health licensing inspection of the program.
2. Provide clinical training as needed.
3. Participate in the Quality Improvement function of the Agency.
4. Perform other related duties as required.

SUPERVISION RECEIVED:

Supervision is received by the Placement Director.

SUPERVISION GIVEN:

All staff of PHP.

Clinical supervision of the program.

WORKING CONDITIONS:

1. Responding to upset or angry people.
2. Working with frequent interruptions.
3. Working overtime.

MENTAL/PHYSICAL REQUIREMENTS OF JOB:

1. Must be able to walk, sit, and stand throughout the workday as needed, with occasional stooping, kneeling, crouching, or crawling.
2. Must possess ability to talk, hear, read, and write.
3. Ability to lift up to 25 pounds occasionally.
4. Must be able to practice Nonviolent Crisis Intervention and First Aid/CPR with youth as necessary.
5. Must be able to practice Trauma-Informed practices.
6. Must be able to operate a vehicle.
7. No special vision requirements are necessary.

CHILDREN'S AID HOME PROGRAMS OF SOMERSET COUNTY, INC.

POSITION DESCRIPTION

PARTIAL HOSPITALIZATION PROGRAM DIRECTOR

(Partial Hospitalization Program)

Exempt

Page 2

QUALIFICATIONS:

A. Education/Training/License/Certification:

Master's degree in Social Sciences or a related field is required.

Required Licensures (LSW, LCSW, and LPC)

B. Work Experience:

Four years of related experience in counseling with delinquent or at-risk youth preferred.

C. Conditions of Employment:

Must possess Act 33, Act 34, and FBI clearances.

Must attend 40 hours of relevant training per year.

Must be 21 years of age.

Attend annual HIPAA training.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

PRIMARY POPULATION: Children/Adolescents

AGES: 0 – 18 years of age

1. Must possess knowledge of child/adolescent psychology, development and abnormal behaviors.
 2. Knowledge of all applicable regulations, policies, and procedures.
 3. Knowledge of all the Department of Human Services regulations.
 4. Must possess excellent communication skills, both orally and in writing, and possess excellent documentation and observation skills.
 5. Requires flexibility, leadership skills, and good judgment.
 6. Ability to establish and maintain effective working relationships with the children, their families, other staff, and other local agencies.
 7. Requires ability to work as a team member, present information in a clear and concise manner, and work independently.
 8. Requires supervision skills and the ability to delegate.
 9. Must be adept at problem solving and decision making.
 10. Must be a mandated reporter of child abuse.
 11. Must be able to transport self and others.
 12. Must be able to work in a stressful environment.
 13. Follow all confidentiality and universal precaution guidelines.
 14. Knowledge of and ability to use Nonviolent Crisis Intervention and First Aid/CPR.
 15. Knowledge of and ability to use Trauma-Informed practices.
 16. Strictly adhere to all HIPAA requirements as a covered entity.
-

CHILDREN'S AID HOME PROGRAMS OF SOMERSET COUNTY, INC.

POSITION DESCRIPTION

PARTIAL HOSPITALIZATION PROGRAM DIRECTOR

(Partial Hospitalization Program)

Exempt

Page 3

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above job description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee and/or Candidate

Date

Signature of Supervisor or HR Representative

Date

Revised 04/2020