

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

POSITION DESCRIPTION

ALTERNATIVE EDUCATION WORKER
(Somerset Area Options Program)

Non-Exempt
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CASELOAD:

Adolescents grades 6th-12th. 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 position serves as a Therapist for the Options Program. Responsible to provide behavioral management, therapeutic counseling, and academic support for all students of the Options Program.

ESSENTIAL FUNCTIONS: (other duties may be assigned)

1. Assess student's behavioral and emotional disorders to assist in developing a behavior plan and objectives in the classroom setting and in counseling sessions.
2. Develop and implement behavior management plans and techniques for group instruction/disciplinary purposes.
3. Conduct individual counseling and/or small group therapy sessions for the purpose of improving overall behavioral outcomes.
4. Monitor student behavior daily - provide teachers with classroom assistance in redirecting negative behaviors and reinforcing behavior management plans and techniques.
5. Prepare a variety of written materials/documentation (i.e. progress notes, group therapy participation, integrated summaries, discharge summaries, intakes, etc.).
6. Collaborate with teachers, parents, management, school districts and other county agencies on improving the overall behavior and counseling/therapy plans of the student.
7. Respond to emergency situation for the purpose of resolving immediate safety concerns and/or directing to the Program Director for resolution.
8. Report incidents (i.e. fights, suspected child abuse, suspected substance abuse, harassment, etc.) for the purpose of maintaining personal safety of the students.
9. Participate in a variety of staff meetings, 9-week grading reviews with school districts, parent/teacher meetings, etc.
10. Assist with completing behavioral observation sheets in the classroom.
11. Facilitate agency trainings.
12. Participate in performance appraisal process.
13. Attend training, in-service, meetings and conferences as necessary and as directed to obtain 40 hours according to policy.

OTHER DUTIES:

1. Perform other related duties as assigned.

SUPERVISION RECEIVED:

Supervision is received by the Educational Program Director.

SUPERVISION GIVEN:

Options Program students.

WORKING CONDITIONS:

1. Respond to upset or angry people.
2. Working with frequent interruptions.

MENTAL/PHYSICAL REQUIREMENTS:

1. Must possess ability to record, convey, and present information, explain procedures, and follow instructions.

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2. Must be able to stand for long periods throughout the workday with intermittent periods of sitting, occasionally bending, climbing stairs, stooping, twisting, and reaching as needed to carry out the essential functions of the job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs, and torso as necessary to carry out the essential functions of the job.
4. Must be able to talk, hear, read, and write.
5. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of 25 pounds.
6. Must be able to practice Nonviolent Crisis Intervention and First Aid/CPR with youth as necessary.
7. Must be able to practice Trauma-Informed practices.
8. Must be able to operate a vehicle.
9. No special vision requirements are necessary.

QUALIFICATIONS:

A. EDUCATION/TRAINING/LICENSE/CERTIFICATION

Bachelor's degree in Social Sciences or a related field from a four-year college.

Must have one of the following credentials:

- certified school counselor
- certified school psychologist
- certified school social worker
- certified drug and alcohol counselor (as appropriate)
- licensed social worker
- licensed clinical social worker
- licensed professional counselor
- certified/licensed therapist
- licensed psychologist or psychiatrist

B. WORK EXPERIENCE

Two years of related experience and/or training 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:

PRIMARY POPULATION: Children/Adolescents

GRADES: 6th – 12th

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

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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 08/2024