



Job Description

POSITION: Intensive Treatment Services (ITS) Program Assistant (part-time)

FTE: .4 - .5 (16-20 hrs/week)

Pay Range: \$17-\$19/ per hour

Vision: A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health services to improve their well-being.

Mission: Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

Position Summary: The ITS Program Assistant supports the ITS Treatment Team with administrative and program support processes including child enrolment and discharge. They support the Program Manager with the organization of Medical Director visits and the certification with external agencies including DHS and OHA. The Program Assistant is responsible for creating, maintaining and archiving client records with the supervision of the ITS Program Manager/QMHP. The Program Assistant works with the ITS Qualified Mental Health Associates (QMHA) to keep a daily record of each client's progress towards their objectives.

Qualifications: The ITS Program Assistant has experience supporting staff in a clinical environment. They have demonstrated the ability to be organized, have attention to detail and work self-directed in an office environment. They have excellent skills working with a range of office and medical database technology.

Preferred Qualifications: The ITS Program Assistant has a Bachelors' degree in psychology, sociology, early childhood, child development or human services, or equivalent experience with the possibility to be certified as a QMHA.

Responsible to Whom: The ITS Program Assistant is supervised by the Program Manager/QMHP.

Responsibilities:

1. Track incoming referrals and set up observations, intakes, and psychiatric appointments to get children enrolled in the program.
2. Manage transportation for children in the program.
3. Put together the child binders for new children.
4. Put together enrollment paperwork packets and organize all of the forms into one place in the ITS online directory. Put together and print off ITS Family Handbook for new children.
5. Release records and log the information in the child's ITS record log
6. Request records as needed from Primary Care Physician, DHS prior to the intake meeting.
7. Update the ITS roster with contact information as needed and distribute to relevant staff.
8. Track the ITS immunization information and following up on getting the information from physicians
9. Complete the ITS face sheet upon child's enrollment in the program. Place in the child's file. Manage ongoing filing of paperwork into the children's files.
10. Work with QMHP and Billing team to ensure ongoing authorizations.
11. Support the Program Manager/QMHP in managing monthly meetings with Medical Director and provide support for the Medical Director as requested.
12. Support the QMHAs with administrative tasks like handouts, classroom copies and lamination.
13. Attend ITS weekly staffing meetings and maintain notes or other tasks.
14. Support the Program Manager/QMHP in the preparation of internal and external reports including monthly program updates, service statistics, quarterly restraint and seclusion reports to DHS/OHA and quarterly quality reports.
15. Support the transition of children in collaboration with the Program Manager/QMHP.
16. Support the creation and planning for the annual calendar.
17. Support QMHAs in data entry of progress notes, data tracking and correspondence.
18. Assist with other administrative and program support tasks as needed.

PROFESSIONAL STANDARDS:

1. Follows established ITS Standards as well as policies and procedures of Old Mill Center.
2. Maintains a positive job attitude including positive team behavior (e.g. demonstrates willingness to pitch in, a problem-solving attitude, positive communication style, leadership & delegation skills, self-care skills, etc.).
3. Reports at regular working hours, is punctual and communicates effectively when late or absent.
4. Demonstrates professionalism when representing ITS & Old Mill Center.
5. Grooming as safe and appropriate for varying program environment (e.g. anticipated indoor/outdoor activities, comfort and mobility, and interactions with families and agency staff).
6. Seeks to enrich self via trainings, readings, or research in areas for professional growth.
7. Maintains a positive work ethic with minimal supervision.