



## Job Description

**POSITION:** INTENSIVE TREATMENT SERVICES (ITS) Qualified Mental Health Associate (QMHA) Program Assistant

**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 QMHA is part of the Treatment Team. The QMHA will support children by providing one-on-one and group coaching, supervision, encouragement, and treatment appropriate support in a milieu setting while under the direction of a Qualified Mental Health Provider (QMHP). The QMHA will assist in educational objectives in the classroom as they are available to do so. The QMHA is responsible for creating and maintaining each client's file with the supervision of both the Program Manager and QMHP. The QMHA will keep a daily log of each client's progress towards their objectives and complete regular data tracking.

**Qualifications:** The QMHA will possess a Bachelor's degree in psychology, sociology, early childhood, child development or human services, or equivalent experience, and be able to demonstrate the following: support each child's social/emotional growth dependent on their state and development stage; the ability to maintain flexibility and respond appropriately to changes in the milieu while adhering to treatment objectives; establish clear limits for behavior; ability to form positive relationships with children and adults; ability to work cooperatively with the QMHP; ability to accept supervision and work as part of a team.

**Preferred Qualifications:** The QMHA will have knowledge and/or training in the following areas: Collaborative Problem Solving, Trauma Informed Care, the effects of trauma on the brain/body, and nature therapy or general nature related knowledge

**Responsible to Whom:** The QMHA is supervised by the Program Manager and the QMHP and will accept direction and mentorship from both individuals.

## **Responsibilities:**

1. Develop, prepare and deliver treatment activities.
2. Assist in organization and preparation of small group and individual activities on therapy days.
3. Work cooperatively and assist the QMHP with addressing treatment objectives.
4. Complete administrative tasks, record keeping, progress notes, data tracking and correspondence.
5. Maintain a safe, healthy and clean environment within the classroom and common spaces.
6. Participate in daily briefing meetings of the days' pertinent information.
7. Participate in weekly staff meetings as well as scheduled psychiatric consultations and in-service training programs.
8. Meet for supervision with the Program Manager on a weekly basis for the initial 30 days, and monthly with the Program Manager or QMHP thereafter.
9. Support and facilitate the philosophy of ITS and Old Mill Center for Children and Families.
10. Maintain the confidentiality of all client information.
11. Participate in ongoing program development.
12. Maintain professional relationships with families.
13. Adapt routines and activities across the day to meet the needs of individual children.
14. **Will maintain certification (recertification** occurs every two years). QMHA must submit 40 hours of continuing education every two years, which must include 6 hours of Ethics Training and update their certification file with any changes (address, phone, email, etc.).
15. Assist with educational activities as needed after other responsibilities are met.
16. Other duties as assigned.

### **1. PROFESSIONAL STANDARDS:**

- A. Follows established ITS Standards as well as policies and procedures of Old Mill Center.
- B. 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.).
- C. Reports at regular working hours, is punctual and communicates effectively when late or absent.
- D. Demonstrates professionalism when representing ITS & Old Mill Center.
- E. 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).
- F. Seeks to enrich self via trainings, readings, or research in areas for professional growth.
- G. Maintains a positive work ethic with minimal supervision.

