

**OLD MILL CENTER FOR CHILDREN AND FAMILIES
JOB DESCRIPTION**

POSITION IDENTIFICATION: INTENSIVE TREATMENT SERVICES (ITS) SUBSTITUTE PROGRAM ASSISTANT/QUALIFIED MENTAL HEALTH ASSOCIATE

POSITION SUMMARY: The ITS Substitute Program Assistant is part of the Treatment Team. The assistant will support children by providing supervision, and appropriate educational and treatment activities while under the direction of a certified teacher and master level therapist.

QUALIFICATIONS: The ITS Substitute Program Assistant will possess a Bachelor degree in psychology, sociology, early childhood, child development, human services, or equivalent experience and be able to demonstrate the following: ability to respond appropriately to each child's developmental levels, support each child's social/emotional growth and development, establish clear limits for behavior; ability to form positive relationships with children and adults; ability to work cooperatively with the child and family therapist; ability to accept supervision and work as part of a team.

RESPONSIBLE TO WHOM: The Substitute Program Assistant is responsible to the ITS/ED Manager with supervision by a mental health clinician in accord with Oregon OARS 309-022-130.

RESPONSIBILITIES:

1. To assist in development, preparation and delivery of educational and treatment activities.
2. To assist in organization and preparation of small groups and individual activities.
3. To work cooperatively and assist the child and family therapist with treatment concerns.
4. To complete administrative tasks, record keeping, progress notes and data tracking as requested.
5. To maintain a healthy and clean environment.
6. To participate in daily staffing of children and families.
7. To participate in staff meetings, psychiatric consultations, and in –service training programs.
8. To meet with supervision on a weekly basis.
9. To support and facilitate the philosophy of Old Mill Center.
10. To maintain the confidentiality of all client information.
11. To participate in ongoing program development.
12. Maintain professional relationships with families.
13. To prepare snacks as per rotating menu.
14. To develop a breakfast/snack menu with teachers' input.
15. To develop shopping list and purchase food for classrooms on a weekly basis.

PROFESSIONAL STANDARDS:

- A. Follows established ITS Standards as well as policies and procedures of Old Mill Center for Children and Families.

- B. Maintains a positive job attitude including positive team behavior (e.g., willing to pitch in, problem-solving attitude, positive communication style, etc.).
- C. Reports at regular working hours, is punctual and uses an appropriate work ethic.
- D. Demonstrates good phone skills (courteous and positive) when representing Old Mill Center's interests.
- E. Grooming as appropriate for the job.