**POSITION DESCRIPTION**

**Job Title:** Day Treatment Mental Health Qualified Profession (QP)

**Department:** Eliada Academy Day Treatment

**Status:** Professional **Salary Grade:**

**Position Summary:**

Under the supervision of the Day Treatment Program Director, the Day Treatment QP will provide Day Treatment and Case Management services to students within a therapeutic classroom (up to 6 students).

**Major Responsibilities:**

1. Provide behavioral support to students for whom he/she is case responsible.
2. Act as primary contact for each assigned student.
3. Works with teacher and other staff in the classroom to work with assigned student.
4. The QP is responsible for ensuring case management service are provided for each student (including but not limited to):
   1. Assessing the beneficiary’s needs for comprehensive services
   2. Convening Child and Family Team meetings to coordinate the provision of multiple services and the development of, and revisions to, the PCP;
   3. Developing and implementing the PCP
   4. Linking the beneficiary or family to needed services and supports (such as medical or psychiatric consultations)
   5. Monitoring the provision of services and supports
   6. Assessing the outcomes of services and supports
   7. Collaborating with other medical and treatment providers.
5. In partnership with the beneficiary, the beneficiary’s family, the legally responsible person (as applicable), and other service providers, the Day Treatment QP is responsible for convening the Child and Family Team, which is the vehicle for the person-centered planning process. The Child and Family Team comprises those persons relevant to the beneficiary’s successful achievement of service goals including, but not limited to family members, mentors, school personnel, primary medical care provider, and members of the community who may provide support, structure, and services for the beneficiary. The Day Treatment provider works with other behavioral health service providers, as well as with identified medical (including primary care and psychiatric) and non-medical providers (eg. Dept. of Social Services, school, Dept. of Juvenile Justice), engages community and natural supports, and includes their input in the person-centered planning process.

**Other Responsibilities:**

1. A Day Treatment QP is responsible for developing, implementing, and monitoring the PCP, which shall include a crisis plan.
2. The Day Treatment provider is responsible for documenting the status of the beneficiary’s progress and the effectiveness of the strategies and interventions outlined in the PCP.
3. Display competence and responsiveness to cultural differences present in both student and staff population.
4. Ensure the provision of quality services to clients through participation in the agency’s CQI process.
5. Other tasks as assigned by supervisor.

**Reporting Relationship:**

Position reports to: Day Treatment Program Director

**Qualifications:**

A Bachelor’s Degree in a Human Services field from an accredited college or university is preferred; non-Human Service degrees will be considered. QP status is required. Previous supervisory experience is preferred. A minimum of two years’ experience working with the student population in a Day Treatment or residential setting using a behavioral model is preferred.

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