

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV38153
Job Class Code:	770	Salary Schedule:	ASRRASHAT
EEO Category: 2		Grade:	20
Workers Comp Code:	9040		

Job Code Established:	12/14/06	Effective Date:	12/14/06
Job Code Revised:		Effective Date:	

JOB CODE SERIES: ADOLESCENT TREATMENT SPECIALISTS

JOB CODE TITLE: ADOLESCENT TREATMENT PROGRAM MANAGER

HRIS TITLE: ADOLESCENT TREATMENT PROGRAM MANAGER

WORK DESCRIPTION:

Working under the supervision of the Adolescent Treatment Unit Director, provides direct supervision to the Adolescent Treatment Specialists 1 and 2. Plans, implements, coordinates and evaluates the activities of the Adolescent Treatment Team to ensure the delivery of a comprehensive residential social services program which also includes psychotherapy, medical services; educational services and vocational/life skills counseling.

WORK ACTIVITIES: As a Manager of the Adolescent Treatment Team, oversees care through planning, implementing and evaluating rehabilitation and recovery programs

Provides direct supervision for the Adolescent Treatment Specialists 1 and 2 through training and coaching.

Partners with the Adolescent Treatment Unit Director in maintaining current performance planners and evaluations for the Adolescent treatment Specialists 1 and 2.

Assigns and schedules staff to ensure appropriate levels of continuing care.

Develops and adjusts individual treatment or service plans for adolescent based on knowledge gained through personal interview and researching case information

Approves and manages behavior modification reward programs such as "token economy" and other incentives

Facilitates group psycho-therapy sessions in accordance with treatment plans and specific methodologies and techniques

Conducts one on one educational/supportive interventions using professionally accepted protocols
Escorts patients to and from activities

Drives the hospital van

May provide basic medical care in coordination with Nursing Staff. This may include taking and reporting vital signs, distribution of medicines, patient bathing and/or administering first aid

Responds as "first responder" for behavioral emergencies and de-escalation efforts

Enforces unit, hospital, State, Federal and professional rules and protocols

Maintains appropriate clinical records regarding diagnosis, treatment and summary of client's progress

Consistently maintains a safe, orderly and therapeutic environment

Conducts and participates in in-service training and staff development programs for regularly employed staff.

Attends staff meetings of work unit or section

Confers with other practitioners and technical experts in own field of specialization, in order to

broaden knowledge, acquire specific information, or obtain advice or consultation
Performs related work as required

WORK CONDITIONS: Works in an Adolescent Treatment Unit at The Arizona State Hospital or a similar community-based program for civilly and/or forensically committed psychiatric developmentally disabled and/or physically handicapped people.

SUPERVISION: Works under general supervision of the Adolescent Treatment Unit Director and supervises the daily operations of the ATU while exercising discretion and judgment within professional guidelines.

WORK RESULTS/PRODUCTS: Quality client care resulting in functionally improved clients, Written client histories, goal-oriented treatment plans, client evaluations, clinical records and reports; correspondence in draft or dictation form

RESPONSIBILITY: For the quality of work and effectiveness of the Adolescent Treatment Specialists 1 and 2 as well as own individual contribution to team treatment program; safety and well being of clients performed in conformance with Medicare, State Licensure, JCAHO and professional guidelines/.

AUTHORITY: To supervise staff, evaluate client's needs, adjust treatment plans for individuals or groups, select treatment methods in conjunction with the Adolescent Treatment Team...

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Mental Illness

Social work and psychological principles and practices of Human Adolescent Development and Behavior

Theories of social systems

Interviewing and counseling techniques

Intervention methods- e.g. crisis management, risk assessment, treatment, modalities etc.

Computer programs, research methods and basic mathematics for collection of data and presentation of case histories

Team leadership, supervision and mentoring

Skill/Ability to: Work with a diverse client population

Effectively communicate and maintain positive interpersonal relations in a professional manner with mentally and emotionally disturbed adolescents.

Interpret and apply applicable statutory and hospital rules, regulations, policies, procedures and protocols

Organize and manage time effectively

Facilitate group sessions and counsel

Supervise, train and motivate professional employees

SPECIAL SELECTION FACTORS: Requires ability to pass a post-offer physical exam.
Requires one year of direct care with adolescents in an institutional or hospital setting
Requires that the candidate be certified and/or licensed OR be eligible for certification or licensure in a related field such as social work, psychology, recreational therapy etc.