

JOB TITLE: Fee-for Service Therapeutic Support Staff

LOCATION: JJC Family Services, 100 W. Coulter Street, Phila., Pa 19144

ROLE:

The therapeutic support staff is responsible for taking every necessary step to ensure that assigned clients are receiving proper treatment and that their emotional needs are being correctly addressed. The therapeutic support staff is in an extremely strategic position to assess whether the child's needs are being met; therefore, a very important part of the support staff's role is to keep in close communication with all members of the client's professional service team, including the mental health professional, JJC social workers, foster parents, base service unit case managers, DHS representatives, school personnel, doctors, etc.

The therapeutic support staff also has a primary role in working with the child's natural family- providing treatment and keeping the parent/guardian closely informed and involved in the therapeutic process. The therapeutic support staff is also responsible for incorporating the goals and objectives of the Individual Treatment Plan into the daily life of the client.

RELATIONSHIP TO AGENCY STRUCTURE:

The therapeutic support staff is supervised directly by the director of support services for clinical supervision, as well as administrative supervision regarding clinic policy and procedure. The therapeutic support staff must also communicate laterally with the assigned mental health professional, social service professionals and school based personnel.

HOURS OF WORK:

Job responsibilities are based on a fee-for-service basis. Therapeutic support staff may work staggered or hourly shifts, depending on the needs of their clients.

Therapeutic Support Staff are paid per client contact hour and can not be guaranteed a set schedule or salary.

STATUS:

This position is a professional, hourly paid "exempt" position. Hourly rate is \$15.00 an hour for actual hours worked. Employer sponsored benefits do not apply as this is a Fee-for Service position. Overtime does not apply. Hours are set in accordance to clients' needs and medical authorization is required to determine on going services.

MINIMUM CREDENTIALS:

Associate Degree or 60 credits towards a Bachelor's degree in human services, preferably Psychology, or a Licensed Practical Nurse with three (3) years verified full-time experience working in direct contact with children/adolescents is required in lieu of Bachelor's degree.

PREFERRED CREDENTIALS:

Bachelor's degree in one (1) of the following disciplines: Psychology, Social Work, Sociology, Education, Criminal Justice, or other Human Service field. If one of the above degrees is held, no work experience is required. If the worker is a Licensed Registered Nurse, 1 year verified full-time paid experience working in direct contact with children/adolescents is required. Other Bachelor's degree require 1 year verified paid experience working in direct care settings with children/adolescents is required.

ESSENTIAL REQUIREMENTS:

1. Valid Pennsylvania Driver's License or State Issue Pennsylvania Identification Card.
2. Current and satisfactory PA Child Abuse (Act 33), Criminal History, and FBI clearances less than a year old prior to start date. Free of contagion form completed by a licensed physician 30 days prior to start date.
3. The ability and willingness to establish and maintain contact with collaborative personnel and community resources on behalf of the client.
4. Ability to attend all agency and mandated CBH trainings during orientation and throughout employment.
5. Ability to obtain additional 10 hours of training in mental health diagnosis and treatment.
6. Ability to walk, sit, stand, bend, crawl, see, speak, when interacting with children and engaging them in age appropriate activities and observing behavior.
7. Ability to write reports and use a computer.
8. Ability to understand verbal and non-verbal behavior.

WORK SKILLS:

Strong assessment skills; ability to work collaboratively within a team of mental health professionals; ability to remain calm, and resourceful under crisis situations; ability to

communicate in a professional manner with all professionals associated with the client's care. Ability to be detailed oriented with strong writing skills.

Above details relating to the position, responsibilities, salary, are subject to change.

JJC Family Services is an Equal Employment Opportunity Employer