



H.V. Group Home, Inc.

If you would like information on any of the following job opportunities please
Email careers@hvgrouphomeinc.org :

JOBS:

TITLE:	Unit Nurse	LEVEL: 8A [non-exempt]
DEPARTMENT:	Group Home	DATE CREATED: 11/01/99
SUPERVISOR:	Group Home Administrator	LAST REVISION: 10/07/05
SUPERVISES:	None	

JOB SUMMARY:

The Group Home Unit Nurse acts as shift team leader and supervises and monitors child care activities performed by all nursing personnel on an assigned shift in the Group Home. S/he cooperates and interacts with other departments in the facility. This position is responsible for medication administration on an assigned shift.

POSITION QUALIFICATIONS:

Education:

Graduation from an accredited school of vocational nursing or psychiatric technology required. Associate's degree, preferred.

Experience:

One (1) year residential child care experience or equivalent inpatient psychiatric experience required.

One (1) year supervisory experience preferred.

Certification/Licensure:

Valid and current California LVN or LPT license. Ability to pass facility Medication Test within 30 days of employment. Current CPR certification or ability to obtain within 30 days of employment.

Specialized Skills:

Ability to interact and communicate both verbally and in writing with seriously emotionally disturbed adolescents, other staff, physicians and the general public.

Demonstrate team leadership skills.

Knowledge of medication administration, especially psychotropic meds.

Physical Requirements:

Ability to physically perform containment and escort, procedures with assaultive adolescents.

Ability to physically assist in lifting and carrying assaultive adolescents weighting up to 200 lbs.

Ability to visually and audibly assess adolescent's behavior and needs.

Ability to stand for long periods of time preparing and administering medications.

POTENTIAL JOB HAZARDS:

Assaultive adolescents

Blood and Body Fluid Contact (Category I)

Operation of Company Vehicle

SAFETY PRECAUTIONS REQUIRED:

Demonstrate use of Professional Assault Response Training.

Demonstrate use of Universal Precautions.

Safe driving record with DMV and attendance at Vehicle Orientation.

JOB TITLE: GROUP HOME UNIT NURSE

DUTIES AND RESPONSIBILITIES:

1. Supervises residents' activities of daily living, including handling individual resident problems, setting behavioral limits, supervising and protecting residents.
2. Responsible for all medication administration to residents on the shift. Presents change of shift report to on coming Unit Nurse and Lead Youth Counselor.
3. Monitors the child care activities of the unit to assure that quality care is provided in compliance with facility an regulatory standards.
4. Monitors all admissions to the Group Home to ensure accurate and complete written documentation in the medical record and prompt referral to appropriate consultants.
5. Actively participates in treatment team meetings', communicating pertinent information to al members of the treatment team, orally or in writing.
6. Coordinates outside medical and consultant appointments, including dental, optometry, podiatry, etc. for residents as needed.
7. Review and signs daily treatment progress notes recorded by Youth Counselors In the medical record to monitor progress of the adolescent, or lack thereof.
8. Assigned at least three residents per shift (AM-PM-NOC) for 1:1, charting etc.

9. Assists with maintaining inventory and equipment by visually inspecting equipment and supply levels and then communicating needs in writing or orally to the Group Home Administrator or his/her designee.
10. Represents the Group Home in resident, family, community and facility meetings as required.
11. Ensures that Youth Counselors are scheduled and attend in-service education as required by State and facility regulations.
12. Demonstrates knowledge of child care and safety procedures, especially in the event of a medical emergency, as described in facility manuals.

JOB TITLE:	Group Home Administrator	LEVEL 16,17,18
DEPARTMENT:	Group Home	DATE CREATED: 11/01/99
SUPERVISOR:	Board of Directors	LAST REVISION: 07/19/02
SUPERVISES:	Charge Nurse, Youth Counselor	

JOB SUMMARY: The Group Home Administrator is responsible for the total residential care of each resident in the Group Home, insuring that all components of the Group Home Residential Program are delivered in a safe, therapeutic, well supervised and professional manner. S/he is responsible to ensure that each resident receives the nursing care, treatment, medications and diet which have been ordered by the attending physician. The Group Home Administrator is responsible for assuring compliance with Federal, State, County and local laws and regulations. S/he represents the Group Home to governmental agencies and the Board of Directors.

MINIMUM QUALIFICATIONS:

Education and Experience:

MA in Behavioral Science and 1 year administrative experience in a group home, or
 MA and 2 years experience as a Social Worker in an agency serving children or group home, or
 BA and 3 years administrative experience in a group home.

License or Certification:

Valid California Driver's License required.

Specialized Skills:

Ability to interact and communicate both verbally and in writing with seriously emotionally disturbed adolescents, other staff, physicians and the public.
 Demonstrated understanding of psychiatric illness and its treatment.
 Demonstrated leadership, organization and management skills.
 Knowledge of Title 22 (Community Care Licensing Regulations), Title 9, and Patients Rights.

Physical Requirements:

Ability to physically perform containment and escort procedures with assaultive adolescents.
 Ability to physically assist in lifting and carrying assaultive adolescents weighing up to 200 lbs.
 Ability to visually and audibly assess adolescent's behavior and needs.

POTENTIAL JOB HAZARDS:

Assaultive adolescents
 Blood and Body Fluid Contact (Category I)
 Operation of company vehicle

SAFETY PRECAUTIONS REQUIRED:

Demonstrated use of Professional Assault Response Training.

Demonstrated use of Universal Precautions.

Demonstrated safe driving record with DMV and attendance at vehicle orientation

JOB DESCRIPTION, CONTINUED: Group Home Administrator

DUTIES AND RESPONSIBILITIES:

- 1 Ensures that the Group Home is in compliance with all Federal, State and Local regulations pertaining to resident care and treatment particularly Community Care Licensing, AFDC AND Day treatment regulations as well as patients rights requirements.
- 2 Reports to the Board of Directors the progress of the Group Home, receives directions from the Board and implements the Board's directions.
- 3 Develops, implements and monitors the therapeutic milieu, providing a safe and therapeutic residential program for all Group Home residents.
- 4 Meets with all Group Home residents at least one time per month to discuss individual program progress and monitor treatment impact and effectiveness.
- 5 To ensure adequate ratio and staffing. It will sometimes require for the Administrator act in the capacity of a CCW and will be required to perform the CCW duties.
- 6 Help residents understand the connection between program rules and responsibilities and the formation of positive internal self controls. Ensures the safe, fair and clinically appropriate application of behavioral point and level system to individual resident's program.
- 7 Develops, reviews and revises Group Home policy and procedure manuals and assists in writing job description for all Group Home personnel.
- 8 Supervises the direct resident care provided by all Group Home staff.
- 9 Recommends to the Board of Directors the number of levels of personnel to be employed, participates in their recruitment, selection, evaluation and discipline and recommends termination of employment when necessary.
- 10 Participates in the development of the budget for Group Home unit and is responsible for its implementation and management.
- 11 Coordinates activities of the Group Home unit program with other departments and activities.
- 12 Consults with the Director of Staff Development in planning and conducting the orientation program and continuing education for Group Home personnel.
- 13 Develops and maintains an accurate work schedule for Group Home personnel including a current "on call" list.
- 14 Establishes and monitors controls for the purchase, storage, administration and destruction of drugs and other pharmaceuticals as required by law.
- 15 Participates in administrative supervision of the facility as an On-Call Manager.
- 16 Maintains visual inventory of resident clothing supplies, prepares replacement orders and distributes items to residents as needed.
- 17 Ensures accurate and complete documentation in the medical record.

- 18 Services as the Coordinator of service for all Group Home residents.
19. This job description is not intended to be all-inclusive and employees will also perform other reasonably related duties as assigned by the Clinical Director or his/her designee as needed.

JOB TITLE:	Unit Secretary	LEVEL: 5
DEPARTMENT:	Nursing	DATE CREATED: 07/20/06
SUPERVISOR:	Facility Manager	LAST REVISION:
SUPERVISES:	Administrator	

JOB SUMMARY:

The Unit Secretary is responsible for insuring the chart order is maintained, physician orders are signed within the prescribed time period, consultant and outpatient appointments are scheduled including transportation requirements, physician order data as entered into computer, reports printed and errors corrected, weekly summary sheets are prepared, and acts as the secretary of the units. Duties are performed under direct supervision of the Facility Manager, but most tasks are accomplished independently. This position, while directly supervised by the Facility Manager, is also supervised by the Group Home Administrator. The Unit Secretary assists in arranging for staffing for each shift.

MINIMUM QUALIFICATIONS:

Education:

High school diploma or equivalent required.

Experience:

One (1) year unit clerk or clerical experience in an inpatient or outpatient setting.

License or Certification:

None

Specialized Skills:

Ability to interact and communicate both verbally and in writing with seriously emotionally disturbed adolescents, other staff, physicians and the public.

Knowledge of medical terminology and understanding of psychiatric terms. Demonstrated familiarity with computers required.

Physical Requirements

Repetitive hand manipulation
Ability to bend stretches, pull or push

POTENTIAL JOB HAZARDS:

Assaultive adolescents
Blood and Body Fluid Contact (Category II)
Potential for strains/sprains repetitive hand manipulation, bending and stretching.

SAFETY PRECAUTIONS REQUIRED:

Demonstrated knowledge of response to assaultive behavior.
Demonstrated use of Universal Precautions.
Demonstrated knowledge of safety procedures regarding bending and stretching and Material Safety Data Sheet particular to departmental hazards. (See IIPP Manual)

JOB TITLE: Unit Secretary

DUTIES AND RESPONSIBILITIES:

1. Maintains and audits medical records on units in appropriate chart order, and in a neat, clean and orderly condition. Flag all incomplete records for completion. Reinforce all holes in medical record and medical book.
2. Assures that medical records will be properly labeled with resident's names and other required information (e.g. allergy stickers). Prepare charts for New Admissions.
3. Visually checks medical records daily for unsigned physician orders to Weekly Summaries needed and attached red "flags" to those orders. Notifies Medical Director of any physician order not signed within the required five day limit.
4. Photographs new admissions and insures that one photo each will be placed in the medical record and in the medication book.
5. Prepares admission, transfer and discharge documents for residents, and photocopying relevant information from the chart per facility policy.
6. Coordinates clinic and consultant appointments with Charge Nurse taking into consideration staff requirements, space availability and third party payer reimbursement.
7. Schedules lab work, EKG, EEG, X-ray, podiatry, dental and other consultant appointments, history and physicals, speech and other therapies and other ancillary services ordered by the physician or the treatment team, and completes required forms and provides transportation for same.
8. Updates the room assignment board in writing.
9. Answers telephone, takes messages at assigned unit.
10. Notifies Medical Records Technician of necessary clerical supplies for the unit.
Visually monitors nursing and lab supplies and notifies Group Home of supplies to be ordered.
11. Keep the unit adequately supplied with forms.
12. Obtains telephone or written pre-approval and documents same for medical treatment or testing for third party providers as required.
13. Completes daily staffing sheet for each shift to ensure a sufficient number of staff are scheduled. Keeps staff phone lists current.
14. Insure that all URC charts are reviewed and turned in bi-weekly
15. Audits and maintains medication consent book to insure that all consents are current. Faxes consents to doctors for signatures or completion as needed
16. Does monthly 30 day and 180 day weight comparisons.
17. Insure that all manual updates are in place.
18. Transport the residents to all appointments.

JOB TITLE:	Youth Counselor exempt]	LEVEL: 4	[non-
DEPARTMENT:	Group Home 11/01/99	DATE	CREATED:
SUPERVISOR:	Group Home Administrator 09/27/00	LAST	REVISION:
SUPERVISES:	None		

JOB SUMMARY:

The Youth Counselor is the treatment team member who is responsible for providing direct care to meet the physical and psychosocial needs of the adolescents through direct and indirect physical and verbal interaction. Duties are performed under direct supervision of the Lead Youth Counselor in most cases, but some tasks are accomplished independently.

MINIMUM QUALIFICATIONS:

Education:

60 semester units from an accredited college or equivalent required.
Bachelor's degree, particularly in Social Services, Psychology, or Child Development or Counseling, preferred.

Experience:

Two (2) years residential child care experience or equivalent inpatient psychiatric experience, required; four (4) or more years, preferred.
Education can be substituted for experience on a year to year basis.

License or Certification:

Valid California Driver's License, required.
Valid California Class "B" Driver's License, or ability to be licensed within 3 months of employment

Specialized Skills:

Ability to interact and communicate both verbally and in writing with seriously emotionally disturbed adolescents, other staff and the public.

Physical Requirements:

Ability to physically perform containment and escort procedures with assaultive adolescents.
Ability to physically assist in lifting and carrying, assaultive adolescents weighing up to 200 lbs.
Ability to visually and audibly assess adolescent's behavior and needs.
Ability to walk, run and play active games with the adolescents.

POTENTIAL JOB HAZARDS:

Assaultive adolescents
Blood and Body Fluid Contact (Category I)
Operation of company vehicle

SAFETY PRECAUTIONS REQUIRED:

Demonstrated use of Professional Assault Response Training.
Demonstrated use of Universal Precautions.
Demonstrated safe driving record with DMV and attendance at vehicle orientation.

JOB TITLE: YOUTH COUNSELOR

DUTIES AND RESPONSIBILITIES:

1. Promotes and assists adolescents with self-help skills in the areas of eating, hygiene and grooming and other planned activities.
2. Monitors resident's attendance at assigned activities and maximizes resident participation through appropriate motivational techniques.
3. Conducts or assists both large and small activity groups and outings independently or under the supervision of the team leader or his/her designee.
4. Encourages adolescent's interaction and socialization with other peers , providing feedback to adolescents on appropriate behavior while acting as a role model.
5. Accurately documents in writing each adolescent's attendance and response to activity and therapeutic groups or individual counseling in the individual medical record.
6. Attends and actively participates in Treatment Team meetings.
7. Visually and audibly observes and reports on adolescent's physical and psychiatric conditions and reports significant changes to the Team Leader while documenting those observations in writing in the medical record.
8. Implements the individualized Service Plan including addressing resident problems, setting behavioral limits, administering discipline and supervising and protecting residents.
9. Transports adolescents in facility vehicles as directed.
10. Maintains a safe and clean environment at the nursing station and in the Group Home generally.
11. Demonstrates knowledge of child care and safety policies utilizing Policy and Procedure manuals on the unit.
12. Participates in in-service education as required by State and facility regulations.

JOB TITLE: OFFICE MANAGER **Level: Non-Exempt**
DEPARTMENT: Business Office **Date Created: 09/11/00**
SUPERVISOR: Administrator **Last Revision:**
SUPERVISES:None

JOB SUMMARY: This position performs all business office and human resources functions, including bookkeeping, payroll, accounts payable, cash receipts, accounts receivable,

resident trust accounting, as well as human resource functions.

MINIMUM QUALIFICATIONS:

Education:

High School graduate with business coursework. Bachelor's degree in Business Administration, accounting or equivalent preferred.

Experience:

Two (2) years bookkeeping, accounting and payroll experience, preferably in an inpatient health care and non-profit setting.

License or Certification:

Valid California Driver's License.

Specialized Skills:

Ability to interact and communicate both verbally and in writing with seriously emotionally disturbed adolescents, other staff, physicians and the public.

Demonstrated knowledge and experience with Medi-Cal and Short-Doyle reimbursement.

Demonstrated knowledge of Excel, 10 keys, ADP and QuickBooks Pro

Knowledge of State AFDC Point documentation.

Physical Requirements:

Ability to sit for extended period of time, up to 2 hours.

POTENTIAL JOB HAZARDS:

Assaultive adolescents, staff and visitors

Blood and Body Fluid Contact (Category III)

Potential for eye, aback and wrist strain from computers and close work with figures, and minor laceration from paper cuts.

SAFETY PRECAUTIONS REQUIRED:

Demonstrated knowledge of response to assaultive behavior.

Demonstrated use of Universal Precautions.

Demonstrated knowledge of safety procedures, especially for resting and exercising of limbs, eyes and back to avoid strain, and Material Safety Data Sheets particular to department (SEE, IIPP Manual)

JOB TITLE: OFFICE MANAGER

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs all bookkeeping and administrative functions including accounts receivable, accounts payable, payroll and human resources.
2. Maintains resident trust accounts in accordance with applicable laws and facility policy and procedures. Maintains reconciliation.
3. Assures that accounts receivable and billing are processed accurately, timely and in accordance with facility policy and procedures. Performs collections.

4. Assures that resident financial status, i.e., Medi-Cal, and eligibility verification. are accurate, up-to-date, and processed in accordance with applicable regulations and facility policy and procedures.
5. Prepares various written and computerized reports for the Administrator, the corporate office, and outside agencies, including payor status, monthly account and payroll summaries, payroll comparison, etc.
6. Transfer of Kronos/ADP data and key factors, daily.
7. AFDC points calculation.
8. Preparation of bank deposits and account reconciliations.
9. Creates new employee files and process hiring's, disciplinary actions and terminations.
10. Processes workers compensation and completes yearly statistics for Cal-Osha.

JOB TITLE: Parent Partner **LEVEL:** Exempt
DEPARTMENT: Outpatient Services **DATE** **CREATED:**
 05/01/06
SUPERVISOR: Program Manager/Head of Services **LAST** **REVISION:**
 05/08/06
SUPERVISES: None

JOB SUMMARY: The Parent Partner is responsible for providing direct support services to the families and children in the Wraparound program. Assists the family in learning communication skills, educates the family about child service agencies, and teaches advocate skills. Assists the Facilitator and Child and Family Specialist with family and community engagement, advising on parent and family concerns within the Child and Family Plan of Care. Assists the Program Manager in developing and ongoing support of the advisory board for Wraparound services

MINIMUM QUALIFICATIONS:

Education:
 High school diploma or GED.

Experience:
 Biological or adoptive parent of a child with special needs. Past experience and/or involvement with either the Los Angeles County Department of Mental Health, Child and Family Services, or Probation.

License or Certification:
 Valid California Driver's License required.

Specialized Skills:
 Ability to interact and communicate both verbally and in writing with seriously emotionally disturbed adolescents, other staff, physicians and the public.
 Demonstrated understanding of psychiatric illness and its treatment.
 Demonstrated understanding and knowledge of community services and county agencies.

Physical Requirements:

Ability to visually and audibly assess adolescent's behavior and needs.
Ability to sit at a desk and communicate over the telephone for extended periods of time each day, up to 1 hour at a time.

POTENTIAL JOB HAZARDS:

Assaultive Children
Blood and Body Fluid Contact (Category III)
Operation of company vehicle

SAFETY PRECAUTIONS REQUIRED:

Demonstrated use of Professional Assault Response Training.
Demonstrated use of Universal Precautions.
Demonstrated safe driving record with DMV and attendance at vehicle orientation

JOB DESCRIPTION, CONTINUED: Parent Partner

DUTIES AND RESPONSIBILITIES:

1. Under Supervision of the Facilitator, assist parents and clients in the engagement process of Wraparound, conducting meetings and providing feedback between families and the Facilitator.
2. Develops peer support and encouragement with families to participate in the Wraparound process.
3. Assists the Facilitator in developing the comprehensive, written Individual Plan of Care and a Crisis Response Plan identifying and linking the client and family's needs and strengths with the life domain goals negotiated with the client and family.
4. Assesses the family's readiness for plan implementation, and coordinates their participation with the Facilitator.
5. Under supervision of the Facilitator, intervenes by telephone or in person with the client in an emergency crisis to provide support and assistance in problem resolution.
6. Develops parent advocating training programs and conducts sessions to improve communication and the knowledge base of families with the treatment system.
7. Coordinates skills provides interventions for the client and family to improve client's behavioral outcomes as indicated on the Individual Plan of Care, and make recommendations on funding allocations to Facilitator.
8. Monitors the family's ability to follow the Crisis Response Plan and their needs for flexible funding, reporting these to the Facilitator.
9. Participates in the Child and Family Team meetings and activities.
10. Interacts with clients and staff as needed in the coordination of services.
11. Interacts on behalf of the client with family, friends, legal guardian, and significant others to initiate and maintain supportive networks.

JOB TITLE:	Child and Family Specialist	LEVEL:	Exempt
DEPARTMENT:	Outpatient Services	DATE	CREATED:
05/01/06			
SUPERVISOR:	Program Manager/Head of Services	LAST	REVISION:
05/08/06			
SUPERVISES:	None		

JOB SUMMARY: The Child and Family Specialist is responsible for treatment of the Wraparound clients and their families enrolled in its program. Assists the Facilitator in assessing clients and preparing a written Individual Child and Family Plan of Care, addressing needs according to the life domains. Provides targeted interventions with family, child and community agencies to insure the client's placement permanency, safety, and wellbeing. Interacts with school and agencies. Coordinates treatment component with Facilitator.

MINIMUM QUALIFICATIONS:

Education:

Bachelor's degree in psychology, social work, childcare counseling, education or development from an accredited college or university is required.

Experience:

One (1) year direct service experience with severely emotionally disturbed children in an inpatient or outpatient health care setting (internship and/or practicum time may be substituted).
One (1) year case management experience preferred.

License or Certification:

Valid California Driver's License required.

Specialized Skills:

Ability to interact and communicate both verbally and in writing with seriously emotionally disturbed adolescents, other staff, physicians and the public.

Demonstrated understanding of psychiatric illness and its treatment.

Demonstrated ability to visually and audibly assess the mental status and psychosocial needs of severely emotionally disturbed children.

Demonstrated understanding and knowledge of community services and county agencies.

Physical Requirements:

Ability to visually and audibly assess adolescent's behavior and needs.

Ability to sit at a desk and communicate over the telephone for extended periods of time each day, up to 1 hour at a time.

POTENTIAL JOB HAZARDS:

Assaultive Children

Blood and Body Fluid Contact (Category III)

Operation of company vehicle

SAFETY PRECAUTIONS REQUIRED:

Demonstrated use of Professional Assault Response Training.

Demonstrated use of Universal Precautions.

Demonstrated safe driving record with DMV and attendance at vehicle orientation

JOB DESCRIPTION, CONTINUED: Child and Family Specialist

DUTIES AND RESPONSIBILITIES:

1. Under Supervision of the Facilitator, performs evaluations and periodic reevaluations of clients describing the level of psychosocial impairment, physical health problems, self-care potential, support network availability, adequacy of living arrangements, financial status, employment status and potential training or educational needs.
2. Visually reviews medical, psychosocial, school and other records.
3. Meets with clients, families, treatment staff, placement staff, consultants, and other agency personnel to evaluate needs and services for the client.
4. Develops, under supervision of the Facilitator, a comprehensive, written Individual Plan of Care and a Crisis Response Plan identifying and linking the client and family's needs and strengths with the life domain goals negotiated with the client and family.
5. Intervenes by telephone or in person with the client in an

emergency crisis to provide support and assistance in problem resolution.

6. Provides interventions for the client and family to improve client's behavioral outcomes as indicated on the Individual Plan of Care, and make recommendations on funding allocations to Facilitator.
7. Monitors, supports and assists the client in developing or maintaining skills needed to achieve the Individual Plan of Care, including medical, dental and psychiatric services, guidance in money management, and the use of educational, socialization, rehabilitation and other social services.
8. Identifies, assesses and mobilizes resources to meet the client's needs including consultation and intervention with social security, welfare, and health departments and other community agencies and resources as necessary.
9. Coordinates Child and Family Team meetings and activities with Facilitator.
10. Interacts with clients and staff as needed in the coordination of services.
11. Interacts on behalf of the client with family, friends, legal guardian, and significant others to initiate and maintain supportive networks.

JOB TITLE:	Facilitator	LEVEL:	11
Exempt			
DEPARTMENT:	Outpatient Services	DATE	CREATED:
05/01/06			
SUPERVISOR:	Program Manager	LAST	REVISION:
05/08/06			
SUPERVISES:	None		

JOB SUMMARY: The Facilitator is responsible for treatment of the Wraparound program's clients. Assesses clients and families and prepares a written Individual Child and Family Plan of Care, addressing needs according to the Life Domains. Provides organization of Child and Family Team meetings, coordinates care with other service providers. With Child and Family Specialist and Parent Partner, coordinates the behavioral and community interventions according to the Plan of Care.

MINIMUM QUALIFICATIONS:

Education:

Master's degree in psychology, social work, childcare counseling, education or development from an accredited college or university is required.

Experience:

Two (2) years direct service experience with severely emotionally disturbed clients in an inpatient or outpatient health care setting (internship and/or practicum time may be substituted).
One (1) year case management experience preferred.

License or Certification:

Valid California Driver's License required.
LCSW or LMFT or eligible, or RN License.

Specialized Skills:

Ability to interact and communicate both verbally and in writing with seriously emotionally disturbed children, other staff, physicians and the public.
Demonstrated understanding of psychiatric illness and its treatment.
Demonstrated ability to visually and audibly assess the mental status and psychosocial needs of severely emotionally disturbed children.
Demonstrated understanding and knowledge of community services and county agencies.

Physical Requirements:

Ability to visually and audibly assess child's behavior and needs.
Ability to sit at a desk and communicate over the telephone for extended periods of time each day, up to 1 hour at a time.

POTENTIAL JOB HAZARDS:

Assaultive adolescents
Blood and Body Fluid Contact (Category I)
Operation of company vehicle

SAFETY PRECAUTIONS REQUIRED:

Demonstrated knowledge of response to assaultive behavior.
Demonstrated use of Universal Precautions.
Demonstrated safe driving record with DMV and attendance at vehicle orientation.

JOB DESCRIPTION, CONTINUED: Facilitator

DUTIES AND RESPONSIBILITIES:

1. Performs evaluations and periodic re-evaluations of clients and families describing the level of psychosocial impairment, physical health problems, self-care potential, support network availability, adequacy of living arrangements, financial status, employment status and potential training or educational needs, according to the Plan of Care's life domains.
2. Visually reviews medical, psychosocial, school and other records.
3. Meets with clients, families, treatment staff, placement staff, consultants, and other agency personnel to evaluate needs and services for the client.
4. Develops a comprehensive, written Individual Plan of Care identifying and linking the client and family's needs and strengths with the life domain goals negotiated with the client and family.
5. Develops a Crisis Response Plan and intervenes by telephone or in person with the client in an emergency crisis to provide support and assistance in problem resolution.
6. Coordinates interventions for the client and family with the Child and Family Specialist and Parent Partner to improve client's behavioral outcomes as indicated on the Individual Plan of Care.
7. Monitors, supports and assists the client in developing or maintaining skills needed to achieve the Individual Plan of Care, including medical, dental and psychiatric services, guidance in money management, and the use of educational, socialization, rehabilitation and other social services, making recommendations to the Program Manager for flexible funds usage.
8. Identifies, assesses and mobilizes resources to meet the client's needs including consultation and intervention with social security, welfare, and health departments and other community agencies and resources as necessary.
9. Conducts Child and Family Team meetings and activities with family, supports, Parent Partner and Child and Family Specialist.
10. Interacts with clients and staff as needed in the coordination of services.
11. Interacts on behalf of the client with family, friends, legal guardian, and significant others to initiate and maintain supportive networks.

JOB TITLE:	Program Manager/Head of Services	LEVEL:	Exempt
DEPARTMENT:	Outpatient Services Center	DATE	CREATED:
05/01/06			
SUPERVISOR:	Administrator	LAST	REVISION:
05/08/06			
SUPERVISES:	Facilitators, Child and Family Specialists, Parent Partners		

JOB SUMMARY: This position plans, develops, coordinates and supervises all Wraparound staff in the evaluation and Plan of Care interventions to meet the needs and interests of each client and family served by the Wraparound program. The Program Manager monitors required documentation and reports, insuring that staffs' documentation meets desired standards. Coordinates the allocation of flexible funds allocation to clients and families. Participates in budget development for the department and is responsible for its implementation and management. The Program Manager coordinates and shares 24 hour on call accessibility with the Wraparound Facilitators.

MINIMUM QUALIFICATIONS:

Education:

Master's degree in Counseling.
Master's degree in Marriage and Family Therapy.
Master's degree in Social Work.
Master's degree in Psychology.
Psychiatric Nurse Practitioner.

Experience:

One (1) year direct service experience working with children in group home, hospital, SED classroom, day treatment or other equivalent setting. One (1) year management experience.

License or Certification:

Licensed as an MFT, LCSW or Clinical Psychologist.
Valid California Driver's License.
Valid California Class "B" Driver's License or ability to be licensed within 3 months of employment.

Specialized Skills:

Ability to interact and communicate both verbally and in writing with seriously emotionally disturbed adolescents, other staff, physicians and the public.
Demonstrate understanding of psychiatric illness and its treatment.
Demonstrate leadership, organization and management skills.
Knowledge of Title 22, Title 9, and Patients Rights Regulations.

Physical Requirements:

Ability to physically perform containment and escort procedures with assaultive adolescents.
Ability to physically assist in lifting and carrying assaultive adolescents weighing up to 200 lbs.
Ability to visually and audibly assess adolescent's behavior and needs and level of psychological and physical activity.

POTENTIAL JOB HAZARDS:

Assaultive adolescents
Blood and Body Fluid Contact (Category I)
Use of specialized rehab equipment, e.g., sports, kiln, art sharps
Operation of company vehicle

SAFETY PRECAUTIONS REQUIRED:

Demonstrate use of Professional Assault Response Training.
Demonstrate use of Universal Precautions.
Demonstrate knowledge of Material Safety Data Sheets particular to specialized departmental hazards. (See IIPP Manual)
Demonstrated safe driving record with DMV and attendance at vehicle orientation

JOB DESCRIPTION, CONTINUED: Program Manager/Head of Services

DUTIES AND RESPONSIBILITIES:

- 1 Coordinates services with referral agencies and CSC's Wraparound staff.
- 2 Provides monthly oversight of each client's Wraparound service plan to insure the effectiveness of interventions and outcome measures.
- 3 Organizes and supervises the provision of Wraparound to clients, reporting overall productivity, clinical effectiveness, use of flexible funds and administrative activities.
- 4 Recruits, selects, hires, evaluate, supervise and disciplines Wraparound staff.
- 5 Work with Wraparound Facilitators to organize and supervise the provision of Wraparound services, including engagement, initial plan development, implementation, and transition, coordinating required documentation with Wraparound staff in timely manner.
- 6 Work with Wraparound Facilitators, Child and Family Specialists, and Parent Partners to monitor the quality of verbal reporting and written documentation of client involvement and progress in the Wraparound program on a regular basis.
- 7 Coordinates the Wraparound Program with the overall treatment being received by the client.
- 8 Coordinate and produce on call schedule for 24 hour accessibility.
- 9 Coordinates and monitors the ordering, purchasing and maintenance of equipment and supplies of the department.
- 10 Prepares reviews and revises department and program policy and procedures at least annually or as often as needed.
- 11 Reviews Wraparound hours monthly and recommends activity treatment action for clients as necessary.
- 12 Represents Wraparound by serving on facility committees, and participates in trainings and meetings with contracted agencies as indicated.

Provides individual and group clinical supervision to interns and staff.

JOB TITLE: Administrative Assistant
LEVEL: [non-exempt]
DEPARTMENT: Administration **DATE** **CREATED:**
03/20/06
SUPERVISOR: Facility Manager/Administrator **Hours** **of**
Work M-F 730a-4p
SUPERVISES: None

JOB SUMMARY: This position manages and supervises all personnel office functions and provides secretarial support for the Administrator and Facility Manager.

MINIMUM QUALIFICATIONS:

Education:
High school graduate or equivalent required.
Associate degree or technical/vocational/secretarial school diploma preferred.

Experience:

Two (2) years secretarial experience including experience in processing and maintaining personnel records.

Six (6) months supervisory experience preferred.

License or Certification:

Current CA driver's license.

Specialized Skills:

Ability to interact and communicate both verbally and in writing with seriously emotionally disturbed adolescents, other staff, physicians and the public.

Demonstrated familiarity with computers and demonstrated knowledge of Internet, e-mail Word and Excel required.

Ability to type 30 words per minute on computer or typewriter.

Demonstrated organizational and public relations skills.

Physical Requirements:

Ability to sit most of the working day.

Repetitive motions, i.e. writing, computer use

Pushing, pulling, lifting

POTENTIAL JOB HAZARDS:

Assaultive adolescents

Blood and Body Fluid Contact (Category III)

Potential for eye and wrist strain from computer screen and minor lacerations from paper cuts.

SAFETY PRECAUTIONS REQUIRED:

Demonstrated knowledge of response to assaultive behavior.

Demonstrated use of Universal Precautions.

Demonstrated knowledge of safety procedures and Material Safety Data Sheets particular to departmental hazards. (SEE, IIPP Manual)

JOB TITLE: Administrative Assistant

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Acts as personal secretary and assistant to the Administrator and Facility manager.
2. prepares computerized county contracts and program proposals as directed.
3. Processes and follow ups on Worker's Compensation claims and completes yearly statistics for CAL-OSHA .
4. Reports special incident reports to placement agencies and community care licensing and update Emergency Intervention Log.
5. Maintain and type monthly schedules must ensure it is communicated to staff and posted in facility.
6. Track all employee absences and maintain a yearly calendar on all employees.
7. Assist Facility Manager with all Trust fund and shopping issues.
8. Post monthly position control and making cutesy calls to all employees.
9. Assist facility Manager with New hire process and orientation
10. Maintain Monthly and Quarterly statistic of all Special Incident reports.
11. Shop for resident hygiene products and distribute twice a month.
12. Provides relief for the receptionist in an emergency.
13. Monitors employee Group Insurance Programs, ensuring that all necessary forms are completed and processed with the monthly statement.
14. Completes Reference Checks by telephone and written when needed.
15. Attend All Staff Monthly meetings and take minutes.
16. Prepare necessary materials for monthly All Staff Meeting.
17. Update All Employee Phone List.
18. Restock all unit forms weekly.
19. Sends HR documents to Business office.
20. Assist Facility Manager to ensure AFDC hours are correct.
21. Assist Group Home Administrator in some secretarial functions, i.e., typing correspondence, reports, forms, etc.
22. Assist Group Home in setting up new employee files, badges, offer letters.

JOB TITLE: Staff Development Coordinator **LEVEL: 8A [non-exempt]**

DEPARTMENT: Group Home **DATE CREATED:** 10/06/05

SUPERVISOR: Group Home Administrator **LAST REVISION:** 10/07/05

SUPERVISES: None

JOB SUMMARY:

The Group Home Staff Developer is responsible for planning, organizing and directing all facility orientation in accordance with current federal, state, and local standards, guidelines, and regulations that govern the facility, and is directed by the Administrator, to ensure that employees are adequately trained in order to provide the highest degree of quality care.

POSITION QUALIFICATIONS:

Core Competencies/Skill Sets:

1. Ability to teach and train adults.
2. Ability to make independent decisions, to follow instructions, and to accept constructive feedback.
3. Ability to deal tactfully with residents, family members, visitors, government agencies/personnel and the general public.
4. Ability to function as an effective team member through good communication and cooperation to meet departmental goals, to develop/maintain good personnel relations and employee morale.
5. Ability to maintain the care and use of supplies, equipment, etc.
6. Ability to understand and monitor applicable regulations, policies and procedures.
7. Ability to respect residents including those who have impaired cognition.
8. Sufficient verbal and written communication skills to perform the tasks required.
9. Sufficient computer skills required to perform duties.

Professional Experience/Educational Requirements:

1. 8-10 years of residential care experience.

Certification/Licensure:

1. Valid and current California RN or LPN/LVN license.
2. Current CPR certification or ability to obtain within 30 days of employment.

Compliance Responsibilities:

1. Complies with applicable legal requirements, standards, policies and procedures including but not limited those within the Code of Conduct and HIPAA.
2. Provides leadership and support for the Compliance Process within management area.
3. Reports concerns and suspected incidences of non-compliance.
4. Ensures that staff participates in orientation and all required compliance courses and relevant policies and procedures, and that such training is

- properly documented.
5. Provides open lines of

JOB TITLE: GROUP HOME STAFF DEVELOPER

Physical Requirements:

1. Close eye work (computers, typing, reading, writing).
2. Sedentary (continuous sitting).
3. Light work (standing, walking, lifting <15 pounds).
4. Moderate work (lifting, moving, loading 15-30 pounds, prolonged use of small hand tools)

Essential Position Duties:

1. Creates an atmosphere wherein employees can seek out the necessary training required to maintain and enhance their skills required to perform their job duties.
2. Supports a positive and professional image that emulates the organization's mission statement and encourages a spirit of cooperation and teamwork with co-workers.
3. Develops, implements and conducts orientation program adhering to state and federal regulations and H.V. Group Home, Inc. policies and procedures.
4. Initiates employee personnel file upon completion of initial orientation.
5. Develops lesson plans for orientation. Ensures that learning objectives and methods of teaching are included to maintain staff interest.
6. Conducts research to ensure lesson plan content is accurate and up-to-date. May include seeking out experts in the related field, researching articles on the Internet, etc.
7. Identifies through direct observation and staff feedback training needs for staff and collaborates with department managers to provide ongoing training needs of staff.
8. Maintains detailed attendance records and reconciles required attendance with current employee listing.
9. Ensures that all OSHA and safety standards are followed, as applicable to the position and in the business location or workplace in accordance with state and federal regulations and H.V. Group Home, Inc. policies and procedures.
10. Maintains safe and clean work area and adheres to location/company safety standards for the healthcare professional.
11. Adheres to location protocols and department/company policy and procedures.
12. Adheres to established HIPAA confidentiality standards of patient/resident and client location information.

JOB TITLE: Rehab Counselor
DEPARTMENT: Rehab
SUPERVISOR: Administrator
SUPERVISES: None

DATE CREATED: 04/15/96
LAST REVISION: 09/01/04

JOB SUMMARY:

This position assists the professional rehabilitation staff by providing direct service to adolescents in implementing activity, vocational and rehabilitation groups.

MINIMUM QUALIFICATIONS:

Education:

Bachelor's degree in child counseling, development or psychology, social services or vocational counseling, therapeutic recreation, art, music or drama therapy required.

Experience:

Two years residential child care experience, equivalent inpatient or clinic/outpatient experience with adolescents or young adults may be substituted in place of a Bachelor's degree.

License or Certification:

Valid California Driver's License.

Valid California Class "B" Driver's License or ability to be licensed within 3 months of employment.

Specialized Skills:

Ability to interact and communicate both verbally and in writing with seriously emotionally disturbed adolescents, other staff and the public.

Physical Requirements:

Ability to perform intervention procedures with assaultive adolescents.

Ability to visually and audibly assess adolescent's behavior and needs.

Ability to walk, run and play active games with the adolescents.

Ability to stand and walk for long periods of time, up to 3 hrs at a time.

POTENTIAL JOB HAZARDS:

Assaultive adolescents

Blood and Body Fluid Contact (Category I)

Use of specialized rehab equipment, eg. sports, art sharps, music equipment.

Operation of company vehicle.

SAFETY PRECAUTIONS REQUIRED:

Demonstrated use of Professional Assault Response Training.

Demonstrated use of Universal Precautions.

Demonstrated knowledge of Material Safety Data Sheets particular to specialized departmental hazards. (SEE, IIPP Manual)

Demonstrated safe driving record with DMV and attendance at vehicle orientation.

JOB TITLE: REHAB COUNSELOR

DUTIES AND RESPONSIBILITIES:

1. Plans and conducts both large and small activity groups and outings independently but under the indirect or direct supervision of the Adjunctive Therapies Coordinator or his/her designee.
2. Assists with maintaining inventory and equipment by visually inspecting equipment and supply levels and then communicating needs in writing or orally to the Adjunctive Therapies Coordinator.
3. Accurately documents in writing each adolescent's attendance and response to activity, therapeutic and rehabilitation groups in the individual case record and on Department of Mental Health forms.

4. Attends and actively participates in weekly staff meetings.
5. Develops a theme and schedules a series of special events for assigned holiday or event.
6. Maintains visual awareness of clients physical and psychiatric limitations and insures the safety of clients at all times.
7. Monitors client's attendance at assigned activities and maximizes client participation through appropriate motivational techniques.
8. When assigned, drives facility vehicle on outings and client transportation.

JOB TITLE:	Facility Manager	LEVEL:	
	16,17,18		
DEPARTMENT:	Group Home	DATE	CREATED:
12/01/04			
SUPERVISOR:	Administrator	LAST REVISION:	
SUPERVISES:	Charge Nurse, Youth Counselor		

JOB SUMMARY: The Group Home Facility Manager is responsible for the total Management of the Group Home Clinical Program, insuring that all components of the Group Home Residential Program are delivered in a safe, therapeutic, well supervised and in a professional manner.

MINIMUM QUALIFICATIONS:

Education and Experience:

BA or 4 years residential care experience
 2 years administrative experience

License or Certification:

Valid California Driver's License required.

Specialized Skills:

Ability to interact and communicate both verbally and in writing with seriously emotionally disturbed adolescents, other staff, physicians and the public.
 Demonstrated understanding of psychiatric illness and its treatment.
 Demonstrated leadership, organization and management skills.
 Knowledge of Title 22 (Community Care Licensing Regulations), Title 9, and Patients Rights.

Physical Requirements:

Ability to physically perform containment and escort procedures with assaultive adolescents.
 Ability to physically assist in lifting and carrying assaultive adolescents, weighing up to 200 lbs.
 Ability to visually and audibly assess adolescent's behavior and needs.

POTENTIAL JOB HAZARDS:

Assaultive adolescents
 Blood and Body Fluid Contact (Category I)
 Operation of company vehicle

SAFETY PRECAUTIONS REQUIRED:

Demonstrated use of Professional Assault Response Training.
 Demonstrated use of Universal Precautions.
 Demonstrated safe driving record with DMV and attendance at vehicle

orientation

JOB DESCRIPTION, CONTINUED: Facility Administrator

DUTIES AND RESPONSIBILITIES:

- 1 All SIRs and reported in a timely manner. Ensures that Administrator reviews and signs off reports.
- 2 Meets daily with the Administrator to discuss the progress, problems and solutions of the Group Home operation, receives directions from the Administrator and implements those directions.
- 3 Monitors the therapeutic milieu, providing a safe and therapeutic residential program for all Group Home residents.
- 4 To ensure adequate ratio and staffing. It will sometimes require for the Facility Manager to act in the capacity of Youth Counselor and will be required to perform the Youth Counselor duties.
5. Help residents understand the connection between program rules and responsibilities and the formation of positive internal self-controls. Ensures the safe, fair and clinically appropriate application of behavioral point and level system to individual resident's program.
6. Supervises the direct resident care provided by all Group Home staff.
7. Coordinates activities of the Group Home unit program with other departments and activities.
8. Develops and maintains an accurate work schedule for Group Home personnel including a current "on call" list.
9. Maintains visual inventory of resident clothing supplies, prepares replacement orders and distributes items to residents as needed.