



Job Opportunity

Child & Adolescent Behavioral Health

Program Assistant

Overview

Now more than ever, mental and behavioral health care for kids is needed in our community. Child & Adolescent Behavioral Health is looking to meet the growing demands by hiring a full-time program assistant.

As a member of our team, you will help children, youth and families successfully meet life's challenges by offering the emotional and behavioral health support they need. We are a collaborative network of child therapists, psychiatrists, PMHNPs, case managers, school staff, community partners and other mental health professionals working toward a common goal. Together, we provide a positive environment for kids and their families to find health, hope and happiness.

We are looking for enthusiastic individuals to join one of the most innovative therapeutic mental health programs in Stark County. We offer a compassionate, supportive, accountable work environment to help you grow your career, along with a comprehensive benefits package that includes generous and affordable medical, dental, life insurance, retirement and paid time off.

Responsibilities

The Program Assistant position is versatile and multifaceted. Contributes to the integrity of the treatment milieu.

- Helps coordinate (track) the movement of youth into and out of the program, including referrals, case reviews and discharge planning meetings
- Helps manage and monitor referrals/interest in program
 - Tour and program orientation for families and professionals (as requested by Manager or Supervisor-usually done by Dan or Sally)
 - Take phone inquiries and send program materials and info (as requested by Manager/Supervisor)
 - Gather appropriate school referral documents (as requested by Manager/Supervisor)

- Maintains programmatic data: class lists, parent roster, health concerns and medication, district contacts, bus list, monthly calendar, Satisfaction surveys (distribution and compilation), program demographic data, ratings sheets and behavioral crisis data
- Create and maintain educational acumen folders for students
- Send out progress and academic report cards to school districts, parents/guardians
- Monitor and hand youth meds throughout the program day (document in medication log)
- Maintain the visitor and student sign in and out logs
- Initiate and process intake paperwork
 - Non-clinical opening paperwork
 - Create clinical file
- Internet research projects; online shopping for program supplies
- Receptionist: Answer phone calls and direct to appropriate person, greet visitors and family members
- Track Attendance: per diem billing for schools, youth hospitalizations, incarceration & emergency removal
- Order lunches daily and milk as needed
- Trauma Informed Day Treatment scanning/filing
- “Forms” file cabinet (keep up quantities and collate)
- “Forms” packets for Non-clinical intakes (keep up quantities and collate)
- Update program documents (inc. forms, program handbook, etc.)
- Assist Lead Team with reports (COA, Annual, PTO, etc.)
- Assist educational specialist (IEP tracking, typing, etc.)-this occurs much less in past two years (Jason and Renee tracked IEP’s)
- Monthly staff meeting minutes (take, type and distribute)
- Duties as assigned by program coordinator and/or educational specialist
- Maintain a clutter-free, clean, and guest-friendly/ready foyer, front-office, and front closet area
- Additional job demands include being physically able to lift, push, pull, carry, squat, crouch, and kneel, sit on the floor and get back up again, walking, jumping, running, playing, standing, some climbing and balancing.
 - Position is approximately 35-40% sitting, 25-35% standing, and 25-35% being active.
- Interact with youth, assist with de-escalation and reboots (breaks) and assist in the classroom as needed

Backup/Emergency Support Jobs

- Assist in the implementation of behavior therapy plans as requested
- Provide effective direct and indirect supervision of clients as requested
- Provide behavior management assistance, support, and intervention to Trauma Informed Day Treatment youth with additional staff: monitor youth in the comfort room, verbal de-escalation, behavioral coaching and rehearsal, problem solving, self-regulation skill development, physical holding (PAARR training)

Salary Range: Will vary based on education, experience and skills.

Hours: Regular Non-Exempt, full-time position.

Location: Shipley/Canton office.

Send Resume/Apply by: May 21, 2021

To: Mary Frazier, Administrative Assistant

Questions to: Dan Metzgar, MS, Trauma-Informed Day Treatment Program Manager at 330-418-7881 or Sally Sutterfield, LPCC-S, Trauma-Informed Day Treatment Clinical Supervisor at 330-807-7549

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