

**POSITION DESCRIPTION: THERAPEUTIC DAY TREATMENT PROVIDER (NELSON) PRN**  
Nelson County  
Center for Rural Services  
Region Ten Community Services Board

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CLASSIFICATION TITLE: Education Support Specialist (PRN)

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position where the incumbent provides school and community based services. These services are rendered to families in conjunction with Targeted Case Management, Outpatient Therapy, Psychiatric Services, and/ or Intensive In-Home Services. The incumbent reports to the Program Manager II, TDT (Nelson). In carrying out position requirements, he/she plans own work after definite objectives set by the Director III, Program Manager II and referral agent with unusual situations being referred to the supervisor. The position requires analysis of facts and determining action using a wide range of procedures within the limits of standard practices.

The HIPPA access level for this position is Level Two.

The essential functions of this job are starred below (\*) under "Major duties."

MAJOR DUTIES:

1. \*Provides behavioral coaching, emotional support/ limits, and psycho-education to children and/or families; focus areas include (but are not limited to) training/skill building in: behavioral management, problem solving, self-management, social interaction, academic education, independent living/self-care, and employment/job searching.
2. \*Coordinates services with intra-agency and interagency providers.
3. \*Participates in treatment team meetings and school staffings. Incumbent presents information on observations of child/family behavior and functioning. Identifies family strengths, weaknesses, areas of stability and instability, and progress/ challenges towards treatment goals.
4. \*May provide transportation for purposes of coordinating and accessing services.
5. \*Completes documentation consistent with agency, DMAS, and licensure requirements.
6. \*Attends supervision, training and other required meetings.
7. \*Reads all agency communication (i.e. ConnectTen announcements, the Region Ten newsletter, E-mail, etc.).
8. \*Complete other duties as assigned.
9. Build and promote strong relationships within the schools, Region Ten Community Services Board, and community.
10. Maintain certifications and trainings required by the agency including CPR, First Aid, and CPI.

QUALIFICATIONS:

To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided. Must meet certification as a QMHP-C (Qualified Mental Health Professional-Child) or as a QMHP-E (Qualified Mental Health Professional-Eligible), as set forth by the Department of Behavioral Health and Developmental Services. If incumbent meets QMHP-E qualifications, incumbent will require 1 year (or less depending on experience) of clinical supervision to achieve QMHP-C status. Current CPR and First Aid certification required. Incumbent also must possess the following knowledge, skills, and abilities:

Knowledge of: basic childhood and adolescent development; family systems including principles of family dynamics and treatment; behavioral management strategies; special needs of SED children including general understanding of the DSM V; social and emotional learning

Skills in: establishing and maintaining rapport with functionally compromised families; providing physical/ emotional support and limits with children; listening to and supporting honest constructive expression from and among family members; maintaining professional demeanor; clinical documentation; basic computer skills.

Abilities to: impart a positive attitude and positive feedback to child and family; function calmly in stressful situations; demonstrate positive regard for child and family; empower families; support increased independence using a strengths based perspective; establish trust and maintain professional boundaries; demonstrate positive leadership skills; be a good listener; communicate effectively verbally and in writing; be flexible; provide own transportation and use vehicle in performance of duties

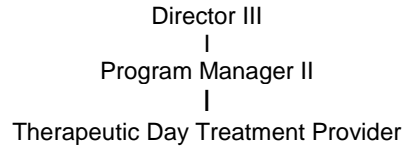
CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Clinical Provider Performance Evaluation Standards.

**EDUCATIONAL SUPPORT SPECIALIST**  
**Center for Rural Services – Nelson - Region Ten Community Services Board**  
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POSITION LOCATION:           Region Ten Community Services Board  
  Nelson Counseling Center  
  P.O. Box 417  
  71 Tanbark Plaza  
  Lovingson, VA 22949

POSITION ORGANIZATION CHART



GRADE:    9

SCHEDULE: varies according to program needs. Training is provided to all new staff on mission of program and program goals and objectives. Specific work schedules will reflect the needs of the children in the program and their families. Primarily, work hours will be between 8:00am and 4:30pm on a PRN basis. This position requires flexibility regarding work hours in order to successfully perform the duties of this position.

Position Description Updated: August 27, 2015

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

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Signature

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Name Printed

\_\_\_\_\_  
Date