



## ***Hybrid Clinician-Master's Level Family Focused Solution Based Services***

**Reports to:** Supervisor, Family Focused Solution Based Program

**Location:** McKees Rocks

**Hours:** Full-Time position working flexible hours to meet the needs of the clients. Must be prepared to work some evenings and weekends.

**General Statement of Duties:** Experience and skills in child development and parenting education, case management, risk assessment, and treatment planning. Capable of understanding Drug and Alcohol issues and the impact they have on families. Be available during crisis situations if necessary, for the families and children. Ability to work as a team member and independently; provide timely and appropriate documentation.

**Essential Functions:**

- Contact referral source and family within 24 hours of receiving referral and schedule an intake and ISPT Meeting.
- During the intake in the family's home, discuss the requirements of the program, administer assessments, and obtain consents for services and appropriate releases.
- During ISPT Meeting in the family's home, discuss with participants if the family is appropriate for services and how to coordinate with other services involved with the family
- Complete Intake packet in a timely manner (within 1 week of intake).
- Capable of driving to families' homes and conduct intakes, ISPT meeting, and sessions in their homes, schools and/or communities
- Ensure that services provided to the families are based on their goals and treatment plan.
- Educate and assist families on effective positive parenting skills and children's developmental concerns.
- Provide case management to assist the families with obtaining their goals.
- Provide families with information about community resources in their area.
- Obtain at least 25 hours of billable time each week; 20% of which is delivered with the Mental Health Clinician (ie: 6hrs).

- Be available to provide assistance/guidance during crisis situations for the families.
- Utilize the Evolv Computer System to complete appropriate paperwork.
- Utilize Microsoft Word to complete Logs, which are due daily.
- Assure that the progress notes accurately reflect the service provided and related to the families' goals.
- Submit Unusual Incident Reports within 24 hours of the reportable event.
- Attend all Conferencing and Teaming Meetings when invited by the families and/or OCYF.
- Coordinate services with other providers when they are involved with the families.

**Minimum Qualifications:**

Candidate must possess a Master's degree in social services, psychology or human services field(s) with at least one year of experience. A valid PA driver's license, current FBI & Act 33/34 clearances, and a vehicle are required. Must be able to sit for long periods of time operating a computer in the office and/or in clients' homes. EOE