

**CHILDREN'S AID HOME PROGRAMS OF SOMERSET COUNTY, INC.**

**POSITION DESCRIPTION**

**MENTAL HEALTH WORKER**  
(Partial Hospitalization Program)

**Non-Exempt**  
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**CASELOAD:**

Adolescents 12 - 18 years of age. All essential functions are conducted within the framework of cognitive, physical, social, and emotional aspects of the developmental stage.

**MISSION STATEMENT:**

Our mission is to provide a continuum of quality services, which promote the emotional, behavioral, educational, and physical development of children, adolescents, and their families.

**OVERALL PURPOSE:**

This position serves as a mental health worker for the Partial Hospitalization Program (PHP). Responsible to provide behavioral, therapeutic, and academic management for all students of the PHP.

**ESSENTIAL FUNCTIONS:** (other duties may be assigned)

1. Routinely conduct record reviews on open case files.
2. Complete intakes, progress notes, discharge summaries, and admissions within identified timeframes.
3. Facilitate and document client's participation in scheduled group and individual therapy sessions.
4. Develop goals, objectives and schedule treatment plan meetings within five days of service with meetings scheduled every 20 days thereafter.
5. Collaborate and network with referral sources to promote positive public relations.
6. Provide direct supervision of client using preventative measures and positive reinforcements.
7. Participate in the performance appraisal process.
8. Attend training, in-service, meetings and conferences as necessary and as directed to obtain 40 hours according to policy.

**OTHER DUTIES:**

1. Perform other related duties as required.

**SUPERVISION RECEIVED:**

Supervision is received by the Program Director and PHP Supervisor.

**SUPERVISION GIVEN:**

PHP Students

**WORKING CONDITIONS:**

1. Responding to upset or angry people.
2. Working with frequent interruptions.

**MENTAL/PHYSICAL REQUIREMENTS:**

1. Must possess ability to record, convey, and present information, explain procedures, and follow instructions.
2. Must be able to stand for long periods throughout the workday with intermittent periods of sitting, occasionally bending, climbing stairs, stooping, twisting, and reaching as needed to carry out the essential functions of the job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs, and torso as necessary to carry out the essential functions of the job.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of 25 pounds.
5. Must be able to practice Nonviolent Crisis Intervention with youth as necessary.
6. Must be able to operate a vehicle.
7. Must be able to talk, hear, read, and write.
8. No special vision requirements are necessary.

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**QUALIFICATIONS:**

**A. EDUCATION/TRAINING/LICENSE/CERTIFICATION**

Bachelor's degree in Social Sciences or a related field from a four-year college.

**B. WORK EXPERIENCE**

Two years of related experience and/or training.

**C. CONDITIONS OF EMPLOYMENT**

Must possess Act 33, Act 34, and FBI clearances.

Must attend 40 hours of relevant training per year.

Must be 21 years of age.

Attend annual HIPAA training.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**PRIMARY POPULATION:** Children/Adolescents

**AGES:** 12 – 18 years of age

1. Knowledge of all applicable regulations, policies and procedures.
2. Must possess knowledge of child/adolescent psychology and abnormal behaviors.
3. Requires flexibility, leadership skills, and good judgment.
4. Must possess good communication skills, both orally and in writing, and possess good documentation and observation skills.
5. Must be a mandated reporter of child abuse.
6. Must be able to transport self and others.
7. Must be able to work in a stressful environment.
8. Ability to establish and maintain effective working relationships with the children, their families, other staff, and other local agencies.
9. Follow all confidentiality and universal precaution guidelines.
10. Knowledge of and ability to use Nonviolent Crisis Intervention.
11. Strictly adhere to all HIPAA requirements as a covered entity.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above job description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

\_\_\_\_\_  
Signature of Employee and/or Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor or HR Representative

\_\_\_\_\_  
Date