

JOB DESCRIPTION

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| Title: CTSS Practitioner | Division/Department: |
| Department: Children's | FLSA (Fair Labor Standard Act) Status: Non-exempt |
| Reports To: Children's Clinical Supervisor | Employment Status: Part-time (Less than 24 hours per week) |

SUMMARY

The staff in this position will provide Children's Therapeutic Services and Supports (CTSS) to children under the age of 18 who have emotional disturbances, to help the child and their family restore the child to a level of functioning that they would have had if normal development had not been impaired because of a mental health disorder. These services are to assist a recipient's skills development through role modeling, role playing, prompting and support in the management of mental health symptoms and social skills. Designed to help the recipient develop psychosocial skills, self-monitoring, compensation and coping to replace skills deficits or maladaptive skills acquired during the course or due to a mental illness.

PRIMARY RESPONSIBILITIES

- Assist the child/ family/guardians in obtaining a Diagnostic Assessment, if one is needed.
- Provide skills training, assessment and monitoring in the areas identified in the child's Diagnostic Assessment and Functional Assessment(s).
- For children, either obtain from a professional or complete the functional assessment tools such as; The Child and Adolescent Service Intensity Instrument (CASII), Early Childhood Service Intensity Instrument (ECSII) and the Strengths and Difficulties Questionnaire (SDQ).
- Provide services in (to individuals, families or groups) a one to one and group format, in the recipient's home, community or office.
- Participate in regular staff/team meetings.
- Maintain records of progress for each face-to-face meeting and telephone contact with client. Reports will include an assessment of the child's ability to function and manage the symptoms of his/her illness based on observation and interaction with the client.
- Maintain records of contact with other providers and or collateral contacts regarding client care.
- Under the direction of the clinical supervisor, develop an Individual Treatment Plan (in conjunction with the youth and family) that identifies the interventions, treatment and services for the youth that is based on the needs identified in the Diagnostic Assessment.
- Schedule appointments and see the client to give requested services for the amount of time and frequency agreed upon by the clinical treatment team and client, and as needed based on the client's immediate needs.

- Coordinate and cooperate with other agency and community providers to provide the best possible care for the client. This practitioner will complete all necessary Release of Information documents for communication with other providers and keep these current for each client in order to be compliant with HIPAA and Data Privacy guidelines.
- Monitor client progress and with the clinical team, modify the treatment plan as appropriate. Communicate changes in service needs and make recommendations to Clinical Supervisor/Mental Health Professional, Treatment Director, Case Manager, and other members of the treatment team on an ongoing basis to coordinate client care.
- Intervene as necessary for emergencies and/or when he/she assesses that the client is unable to manage his/her illness in a reasonable manner. Contact to appropriate emergency services, doctors, staff, and emergency family contacts will be made to alert them of intervention planned or taken.
- Meet regularly with Clinical Supervisor/Mental Health Professional/Treatment Director for individual and group reviews of client needs and receive direction for treatment. Annual chart audits will be completed.
- Mandated Reporting: Under [Minnesota Statute 626.556](#), persons in designated professional occupations are mandated to report suspected child abuse or neglect.
- Must be able to transport clients in the community.
- Complete all paperwork, reports, and charting in a professional and timely manner.
- Participate actively in on-going professional growth and development; maintain appropriate professional behavior and participate in appropriate supervision.
- Participate in training as assigned.
- Maintain a pattern of regular work hours as determined and assigned.
- Comply with all Data Privacy rules and regulations.
- Other duties as assigned.

SECONDARY RESPONSIBILITIES

- Performs miscellaneous projects and completes various tasks as requested by management.
- Occasional public speaking.

JOB SPECIFICATIONS

Education, Experience and Credentials

- Bachelor's degree in Behavioral Science or related field; and
- 2,000 hours of supervised experience in the delivery of clinical services in the treatment of children and adults with mental illness. The practitioner's experience must have been supervised, but not necessarily by a mental health professional;

or

- Completed 4,000 hours of supervised experience in the delivery of clinical services in the treatment of mental illness.

Level of Access for Electronic Protected Health Information

Clinical access

Knowledge, Skills and Abilities

- Be knowledgeable about child development
- Be knowledgeable of signs of child physical, sexual and emotional abuse and the reporting procedures for each.
- Have knowledge of evidence-based clinical practices for working with clients under the age of 18.
- Be knowledgeable of de-escalation strategies.
- Knowledge of symptoms and course of emotional disturbance or serious emotional disturbance in children.
- Knowledge of practices and techniques of community mental health services.
- Knowledge of community resources.
- Knowledge of crisis intervention techniques.
- Ability to communicate effectively orally and in writing.
- Fluency in English and another language is a preferred qualification but not required.
- Ability to use a computer for word-processing, documentation, and billing.
- Ability to develop appropriate therapeutic relationship with clients.
- Ability to be flexible with schedule and in response to client needs.
- Ability to work independently and as a member of an interdisciplinary team.
- Ability to assess and manage crisis situations.
- Must have a car, MN driver's license and be able to drive, day or evening hours.
- Be able to speak, clearly understand and write the English language.

- Must be able to complete an acceptable criminal background check

PHYSICAL REQUIREMENTS

Incumbent, with or without a reasonable accommodation, must be able to effectively:

- Communicate and exchange information by telephone and in person with individuals inside and out of the facility.
- Must be able to remain in a stationary position for extended periods of time.
- Constantly operate a computer, calculator, copy machine and other productivity machinery including printers and postage machine.
- Ability to detect, determine, perceive, identify, recognize, observe, estimate and assess schedules and information.
- Must be able to move around the office area repeatedly throughout the day.

TOOLS AND EQUIPMENT USED

Computer, phone, and vehicle use

WORK ENVIRONMENT

This staff will work out of office space located at SAGE Enrichment Center, in family's homes, and in various community settings.