Clinical Treatment Supervisor
Greenville, SC

About us: A Child’s Haven (ACH) is a 501(c)(3) nonprofit organization who operates a Therapeutic Child Care Center (TCC.) TCC is a child-focused, family-centered intervention which targets the relationship between the child and the parent (or primary care giver.) Grounded in attachment theory, services are relationship-based, developmentally appropriate, and trauma informed. Young children receive individual & group therapy, caregivers receive parent education and family therapy, to include home visitation. We’re dedicated to transforming the lives of young children who have experienced developmental delays or behavioral challenges. Many are victims of poverty, child abuse or domestic violence.

POSITION SUMMARY:

The Clinical Treatment Supervisor (CTS) is responsible for the operations and clinical treatment delivery of assigned classroom treatment groups in collaboration with the Early Childhood treatment leadership team. The TGS is the direct supervisor to the staff in assigned treatment groups, providing support, training, back-up and accountability.

ESSENTIAL JOB FUNCTIONS:

- Provide direct supervision to the classroom staff including completing staff evaluations, orientation, providing performance feedback, assistance with improvement and recognition for areas of strength and approve PTO request for classroom staff
- Demonstrates effective communication and leadership for supervising and professional development of staff in the classroom
- Participates in the leadership of the Early Childhood Clinical department and other duties as assigned
- Provide clinical expertise to classroom staff in development and implementation of intervention based on the individual child’s goals provided on their IPOCs
- Submits recommendations and complete required documentation for requesting planned discharges and transfers
- Audit notes assigned to classroom staff and ensure the on-time completion and accuracy of child assessments
- Provide leadership with classroom team regarding treatment goals and appropriate interventions for children in class
- Demonstrates knowledge and understanding DECA and strategies to build protective factors and positive behavioral guidance
- Demonstrates knowledge and understanding of “Mandated Reporting”
- Demonstrates knowledge and understanding behavioral health and barriers for young children
- Demonstrates knowledge and understanding NAEYC developmentally appropriate practice in group setting for young children
- Coordinate implementation of classroom functions in the absence of the Classroom staff which includes substituting in a classroom when necessary
- Demonstrates knowledge and maintains compliance with all child-care licensing standards and regulations
- Completes all necessary paperwork within the allotted time frame
▪ Protects child and family rights to privacy and confidentiality, especially in relation to the communication of information with third parties
▪ Understands contractual and program requirements for the provision of services and meets the standards set for units of service delivered and number of participants served
▪ Writes clearly, edits work for spelling and grammar; adapts to clinical language for clinical documentation; submits all incident reports same day
▪ Demonstrates and oversees appropriate practices and procedures for health and safety practices including the intimate care of the children; child hygiene practices; room and toy cleaning; ill childcare and procedures for medications; critical incidence procedures and reporting
▪ Demonstrates knowledge and understanding of procedures for an emergency procedures and individual child crisis
▪ Complete Mandatory Annual C.A.R.F., SC DHHS and DSS Child Care Training

LANGUAGE REQUIREMENT:
▪ Bilingual English and Spanish is desired, but not required

MINIMUM JOB QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:
▪ Strong organizational and time-management skills
▪ Proficiency in Microsoft Word, Excel, Outlook and internet-based programs
▪ Supervisory or mentoring experience
▪ Must be able to travel for meetings and training that could be overnight
▪ Demonstrated writing skills that will meet clinical submittal standards

EDUCATION AND EXPERIENCE:
▪ Meet requirements of Medicaid for a Rehabilitative Behavioral Services Provider as set forth by SCDHHS for supervision of non-credentialed staff in Therapeutic Child Care and the requirements for childcare workers as set forth by DSS
▪ Master’s Degree in Early Childhood Education/Development or Related Behavioral Health field with three years’ experience with direct service to children - prefer working experience with at-risk children and training in behavioral interventions for young children. Preferred: Licensed Professional Counselor or LMSW
▪ Experience with staff supervision; possesses interpersonal management skills.
▪ Must have demonstrated excellent collaboration, team effort and communication skills – each important for effective leadership

SPECIAL POSITION REQUIREMENTS:
▪ Understands the requirement of confidentiality with regard to ACH families and staff and at all times maintains a respectful and professional demeanor in their public dealings
▪ Adheres to federal HIPAA requirements
▪ Must be able to drive a small bus if insurance requirement of minimum driver of age 25 is met (no special license required)
▪ Must pass all required background checks
▪ Meet required driver and monitor credentials to assist when needed with bus transportation of the children. These requirements include valid driver license, excellent driving record, background checks, drug screening, ability to obtain a SC DOT Medical Certificate and complete all required training
ESSENTIAL PHYSICAL SKILLS:

- Perform general physical activities that require considerable use of arms, legs and moving the whole body
- Stand for long periods
- Use a computer keyboard for long periods
- Walk distances of ¼ mile
- Stoop and sit to enable communication with young children at children’s level
- Move quickly, reach and lift in the handling of weight of materials and caring for young children

ENVIRONMENTAL CONDITIONS:

- Therapy Rooms, Treatment Rooms, Buses/Transportation, Homes or Office

Reasonable accommodation will be made for otherwise qualified individuals with a disability

EMPLOYMENT STATUS: EXEMPT

BENEFITS

- Ongoing Professional Development paid by ACH
- A Child’s Haven provides medical, dental, vision, life, and disability insurance for all full-time employees the first of the month following 30 days of employment.
- ACH will cover the cost of external Clinical Supervision if it is determined that supervision could not be provided internally for applicant’s licensure
- A generous Paid Time Off (PTO) and holiday package are available
- PTO begins accruing after 90 days of employment

CITIZENSHIP REQUIREMENTS:

- Must be authorized to work in the United States. No sponsorship provided.

A Child's Haven provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, pregnancy, childbirth, or related medical conditions, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

To apply for this position please complete our employment application which is located at our website www.achildshaven.org. Please submit the application along with a resume to hr@achildshaven.org. Please place the job title in the subject line of the email. An application must be completed in its entirety. Please do not put "see resume" in the work history and check to ensure the application is signed. Otherwise, the application is incomplete and cannot be considered.