

Job Description
Positive Education Program

Diagnostic Assessment Consultant

Job Status: Full-time, 260 days, exempt

Reports to: Intake Manager and Connections Director

Supervises: N/A

Position Summary

Engage in comprehensive assessment of the referred child's ecology to determine family and system-identified strengths, needs, resources, stressors, and sources of support, to be used in treatment planning.

Qualifications

- Master's Degree, required.
- Mental health licensure required; Independent mental health licensure, preferred.
- Knowledge and understanding of mental health diagnoses, symptomatology and treatment programming of children/youth.
- Experience working with behaviorally/emotionally challenged children/youth.
- Communicate accurately and effectively, both written and orally.
- Demonstrate effective decision making skills and utilize good judgment.
- Knowledge of mental health services in the community.
- Work professionally, effectively, and collaboratively with others.

Essential Functions

Primary Responsibilities

- Align practice and work with the agency mission, vision, guiding principles, the trauma-informed Sanctuary Model®, and the Re-ED philosophy
- Conduct diagnostic assessments including the administration of certain standardized measures, appropriate to employee's licensure.
- Work cooperatively with the Intake Manager to schedule and process all referrals to Connections.
- Provide the referent with the results of the diagnostic assessment including an interpretation of those results, and make recommendations for ongoing treatment that will enhance the child's improved functioning in the least restrictive appropriate living environment.
- Availability for emergency or short-notice response to requests for consultation and assessment.
 - On-call crisis support for Connections' clients assigned to Assessor
 - FTF crisis support and intervention with kids and families while in the community
- Complete 5-7 assessments per week or more contingent on program need.
- Other such duties as assigned by the Intake Manager and Connections Director.

Expectations, Skills & Abilities

Obtain CANS certification for IHBT eligibility and renew annually. Must obtain within first 30 days of employment

- Align practice and work with the agency mission, vision and Re-ED principles.
- Complete assigned duties competently and within expected time frames.
- Utilize safe work practices for self and others.
- Demonstrate word processing skills and program navigation skills.
- Participate (and pass requirements where applicable) in all required trainings, including but not limited to; Vehicle Safety, First Aid, CPR, Blood Borne Pathogens, and Standards of Practice.
- Participate in clinical supervision as requested by supervisor, staff development activities, parent conferences, team meetings, and staff meetings as scheduled or assigned.
- Ability to work respectfully with a culturally diverse population of clients.
- As a representative of the agency and profession, present self with decorum and in dress that is appropriate to the day's activities.
- Adhere to agency and applicable PEP policies and procedures.

Physical Requirements

- Ability to lift 30-50 pounds.
- Ability to use a computer and keyboard (eye-hand coordination and repetitive movements related to keyboarding) and possibly sit for several hours.
- Ability to lift, carry, push, pull, reach, stoop, kneel, and crouch while filing, storing, and maintaining departmental records.

Work Environment

- Required to travel using personal vehicle under possible inclement weather conditions.
- Ability to lift, carry, push, pull, reach, stoop, kneel, and crouch while filing, storing, and maintaining program records.
- Possible exposure to blood, bodily fluids and tissue.
- Possible exposure to hostile or aggressive behaviors by clients and/or family members.
- Likely exposure to communicable diseases (i.e. colds, flu, measles, etc.).

Positive Education Program has reviewed this job description to ensure that essential functions and basic duties have been included. It is understood that the employee will also perform reasonable, related duties if requested by an immediate supervisor or other management staff. The employee is expected to follow all policies and procedures in accordance with the agency's program and operations.