



## JOB DESCRIPTION

<b>Title:</b> Child & Family Direct Support Provider (DSP)	<b>Classification:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>Reports to:</b> Family Center TBHS Program Coordinator AND/OR Therapeutic Preschool Coordinator	<b>Status:</b> <input type="checkbox"/> Introductory <input checked="" type="checkbox"/> Regular Full-Time <input checked="" type="checkbox"/> Regular Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent
<b>Department /Program:</b> Family Center or Therapeutic Preschool	
<b>Salary Grade</b> 6	<b>Salary Range:</b> \$21.00/hr
<b>Positions Supervised:</b> None	

### Position Summary:

The Child & Family Direct Support Provider (DSP) assists in the daily operations of the agency’s Family Center and/or Therapeutic Preschool program by interacting directly with clients and actively supporting their therapeutic progress as guided by their treatment plans. The DSP facilitates individual and group behavioral health support services at the agency for children in preschool through middle school and may support clients within the school or daycare setting as well. As a team, DSP staff members provide full programmatic support, to include building therapeutic rapport with children and families, planning and facilitating activities, observing and addressing behavior, facilitating interventions, consulting with Clinicians, transporting children, completing administrative tasks and time-restricted documentation, and maintaining physical spaces. Up to 75% of the job is comprised of direct services. The Direct Support Provider will support the principles and values of trauma-informed care in accordance with agency policies and ensure adherence to all state, federal, licensing, and accreditation guidelines.

### Credentials, Experience, & Skills:

High school diploma or GED; 21 years of age or older; Demonstrated proficiency in written and oral communication; Ability to both work as part of a team and to complete tasks independently; Ability and willingness to accept and incorporate clinical supervision and constructive feedback; Cultural humility and ability to establish positive therapeutic rapport with diverse populations of children and their family members; Willingness to complete pertinent training and certifications as made available by the agency; Ability to interpret and implement complex policies and procedures, treatment plan goals, and instructions for facilitating therapeutic activities with clients; Demonstrated skills in time management, organization, problem-solving, conflict mitigation, deadline-driven tasks, general computer literacy and documentation. Ability to practice and convey unconditional positive regard, confidentiality, and professionalism to clients and families at all times. Experience working with children and families preferred, particularly in a mental health setting.

### Essential Functions:

- Ensures the physical and psychological safety of clients during services.
- Establishes trusting, positive, and meaningful relationships with clients.
- Continually orients clients to program expectations for appropriate conduct, attendance and participation, communication and self-expression, cooperation, and interactions with peers and adults.
- Facilitates group or individual therapeutic activities focused on healthy socioemotional development and life skills as prescribed for children ages 3 through early adolescence, including pre- and post-activity processing and reflection questions. Contributes to further development and revision of therapeutic curricula.

- Monitors and encourages client participation, teaching and modeling skills for active listening and engagement as well as prosocial skills.
- Utilizes age-appropriate interventions to redirect maladaptive behaviors and reinforce positive behaviors.
- Supports clients in mitigating and resolving conflicts.
- Aids clients in emotional regulation, teaching and modeling coping skills and strategies to mitigate distress.
- Provides individual behavioral support to children within the school or daycare setting, as assigned, to promote positive participation, academic progress, and healthy socioemotional growth.
- Identifies clients in crisis and responds appropriately.
- Cooperatively coordinates snack planning/preparation, chore monitoring, incentive programs, cleanup, and other daily functions to support session administration.
- Assumes roles of group session lead as scheduled, requiring curriculum review and material preparation.
- Actively observes and interacts with children during sessions sufficiently to be able to record detailed and accurate notes on behaviors, emotions, participation in activities, and interactions within the environment.
- Documents clinical progress and relevant client information in accordance with state and federal regulations within the specified timeline following date of service.
- Maintains familiarity with individual client treatment plan goals, objectives, and interventions, providing feedback to Clinicians and Case Manager for treatment plan reviews and revisions.
- Identifies client needs outside the scope of the treatment environment and assists in completing appropriate referrals.
- Transports clients to and from services in agency vehicle, maintaining appropriate documentation of transport and monitoring general operability of vehicles (such as refueling and reporting maintenance issues).
- Assists with general administrative tasks, corresponds with parents and community providers and relays/documents as appropriate, contributes to annual fundraising efforts, and collaborates on committee work for the department.
- Works with team members to plan and prepare for special programming of the department, to include themed decorations and activities for clients.
- Performs rotating custodial duties such as sanitizing, vacuuming, sweeping, washing dishes, dusting, and laundry.
- Participates in weekly departmental meetings to provide and acquire input and updates regarding client progress, treatment plans, referral needs, continuing care plans, clinical recommendations, interventions and activities, and administrative matters.
- Engages in weekly supervision with immediate supervisor and intermittent clinical supervision with Clinician(s).
- Completes all required continuing education, trainings, certifications, departmental in-services, team-building exercises, and other professional development appropriate for the position.
- Other duties as assigned by supervisor(s) relevant to the effective administration of the program's services.

#### **Other Functions:**

- Observes all agency policies and procedures
- Ensures fidelity of programming structures and curriculum
- Fosters a supportive and inclusive climate, both for clients and for staff
- Utilizes the agency's full value contract to address concerns and interpersonal conflicts
- Adheres to agency client confidentiality policy and ethical code
- Upholds and protects the therapeutic environment

#### **Special Requirements:**

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TB Clearance, Criminal Background Check and drug screening, Alaska Driver's License (if over 21), First Aid/CPR certification (can be obtained upon employment), Able to document 2 years of continuous abstinence if in recovery

**Mental Demands:**

Knowledge of and ability to utilize conflict resolution skills with staff and client population, proficient oral and written communication skills, ability to complete and present comprehensive written evaluative reports, ability to apply sound judgment under stress, ability to work with a multicultural clinical population, ability to multi-task, ability to work efficiently under time demands.

**Physical Demands:**

This position consists of light work (exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently) as well as consistent attendance, stair climbing, bending, writing, reaching, sitting on the floor and/or sitting for long periods, driving, walking, reading, seeing, keyboarding, listening for prolonged periods of time, and ability to operate a computer.

**The above statements are intended to describe the general nature and level of the work being performed by individuals assigned to this role. They do not constitute an exhaustive list of all duties, responsibilities, and general expectations associated with the position.**

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**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Executive Director Signature**

\_\_\_\_\_  
**Date**