

ALTA CARE GROUP

Job Duties and Requisite Work Skills

T.O. Position Number:
F.T.E.:
Position Series/Service Area: Line Staff/Client Care
Position Category: Mental Health Consultant
JD Effective Date: 07/24/2015

Worker Name:
Worker Credentials:
FSLA Overtime Exempt: []Yes; []No
Working Title: Early Childhood Mental Health Consultant
Effective Date:

Clinical Supervisor: _____ Date: _____

Administrative Supervisor: _____ Date: _____

Worker Signature: _____ Date: _____

GENERAL RESPONSIBILITIES

Delivery of Early Childhood Mental Health Consultation (ECMHC) and training according to Alta practices and guidelines.

ESSENTIAL FUNCTIONS OF THE JOB

Table with 4 columns: Code (1-99), Major Area, Letter (A-Z), and Specific Responsibilities. It lists four essential functions: 1. Consultation, 2. Training, 3. Record Maintenance, and 4. Support to the Agency.

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Code (1-99)	Major Area	Letter A-Z	Specific Responsibilities
		B.	If appointed, serve on the Continuous Quality Improvement Committee.
		C.	Participate in all clinical team and department activities as required in the Alta's Early Childhood Program.
		D.	Participate in staff and program development by attending continuing education and in-service training, as required by Alta or funding source.
		F.	Attend and participate in regularly scheduled and other supervision activities.
		G.	Perform other duties as assigned by Department Director/Supervisor.
5.	M.I.S. Time Accounting	A.	Maintain and file on a timely basis accurate time accounting as required by the Alta's management information system to account for employee's activities and for billing purposes.

WORK RELATIONS/CHARACTERISTICS

- 1 Efficient in use of time.
 - 2 Prompt completeness of assigned tasks.
 - 3 Thoroughness in carrying out job responsibilities.
 - 4 Understand and conform fully to professional ethical standards.
 - 5 Maintain flexibility in adjusting to Alta and external policy changes.
 - 6 Maintain considerate interaction with colleagues and supervisors which respect the rights of others and fosters their confidence and cooperation.
 - 7 Initiative in carrying out job responsibilities.
 - 8 Loyalty to Alta interests.
 - 9 Analytic and organized approach to problem solving.
 - 10 Effectiveness in meeting position/Alta productivity requirements as applicable.
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SPECIFIC ESSENTIAL CONDITIONS OF EMPLOYMENT

1. Physical ability, with reasonable accommodation if necessary, to perform specific responsibilities included in the job description.
2. Ability to write legibly and operate phone/computer equipment, with reasonable accommodation, if necessary.
3. Ability to provide transportation for self as needed.
 - A. Possess a valid Ohio Driver's License.
 - B. Current auto liability insurance to the limits required by the Ohio Department of Motor Vehicles.
4. Citizen of the United States.
5. Absence of past criminal activity, which would bring into question professional and personal integrity as it applies to the position responsibilities.
6. Ability to perform consultation/training at sites/locations based on needs of the consumer.

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7. Flexibility in adjusting work schedule, days and hours as necessary to fulfill the responsibilities of the position.
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MINIMUM QUALIFICATIONS

1. Bachelor degree in Early Childhood Education, Family and Consumer Studies, Social Work or other related field

PREFERRED QUALIFICATIONS

1. In addition to above, has had academic background in developmental/early childhood areas.
2. Experience in assessment/interventions with young (under age six) children.
3. Experience in consultation and/or working with social service or health service providers to youth.