

November 2, 2017



Program Specialist I/Program Specialist II #ELW-2649

Delaware County, PA

Job Title

Program Specialist I/Program Specialist II

Location Address

Positions available throughout, Delaware County, Pennsylvania

Job Description

POSITION SUMMARY: Responsible for implementing and documenting individual programs for individuals with behavioral health and forensic issues. Responsible for completing mental status exams and being knowledgeable of the current DSM. Responsible to provide supportive counseling. Responsible to act as an advocate and represent the individual's needs and rights with outside support service agencies, families, etc. Responsible to assist and support individuals in all activities of daily living. Responsible for the design and facilitation of therapeutic groups. Responsible for planning and implementing community integration plans for individuals. Responsible for administering medications as prescribed by physician. Responsible for following all doctor's orders.

DUTIES AND RESPONSIBILITIES:

- Implement individual programs for individuals with behavioral health and forensic challenges and provide other individualized case management functions as directed by the supervisor or director
- Maintain all appropriate documentation set forth by funding sources, regulatory bodies, and Director including monthly summaries, menu plan, and medication administration recording and individual behavioral/psychiatric assessments, and progress notes.
- Provide mental status exams using the current DSM criteria
- Provide supportive counseling to individuals with personal, behavioral or social problems.
- Adherence to individual behavior management plans
- Advocate for individuals with all outside support agencies
- Facilitate therapeutic groups according to individual needs
- Plan and implement community integration plans for individuals
- Administer medications to residents as directed by physician following successful completion of Department of Health and Human Services (HHS) approved medication administration training and certification
- Maintain communication with the individuals physical health team
- Ensure a safe and clean living environment for individuals
- Intervene in crisis situations in accordance with established crisis intervention protocols

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- Provide routine healthcare functions as directed such as obtaining and recording vital signs, weights and glucometer readings.
- Encourage individuals in the constructive use of leisure time.
- Escort individuals to and from day programs and appointments
- Attend scheduled staff team meetings.
- Facilitate house meetings
- Attend appropriate in services as required by supervisor and those required by funding source and regulatory bodies
- Participate as a member of the interdisciplinary team
- Conduct fire drills and building inspections and provide the appropriate documentation for same
- Report all problems or concerns to the supervisor or director
- Maintain current certification/recertification of CPR, First Aid, crisis intervention, and Medication Administration
- Responsible for adherence to standards, procedures and schedules established by the Program Director
- Perform cardiopulmonary resuscitation (CPR), crisis intervention and medication administration using agency-trained protocols
- Perform other duties as assigned

IMMEDIATE SUPERVISOR: Program Supervisor

DIRECT REPORTS:

CONTACTS: Program area staff, State regulatory staff, individuals, funding sources, social service agencies, families, county representatives and advocacy groups.

EDUCATION/EXPERIENCE/SKILLS REQUIREMENTS:

- **Program Specialist I Minimum of Associate's degree in human service or criminal justice field or 60 college credit hours. One year experience in the behavioral health field; forensic experience is highly desirable.**
- **Program Specialist II Bachelors Degree. One year experience in the behavioral health field; forensic experience is highly desirable.**
- Demonstrated ability to work effectively as part of a team
- Must be able to perform CPR and crisis intervention techniques using agency-trained protocols
- Must possess excellent customer interaction, collaboration, presentation, and written and verbal communication skills
- Demonstrated basic experience with Microsoft Office applications, including Word, Excel, and Outlook
- Must have current, valid driver's license in state of residence, 3 years driving experience, and acceptable driving record

PHYSICAL DEMANDS/ENVIRONMENTAL PROFILE: See Physical Demands Checklist below which represents the general physical demands and environment conditions to which the employee holding

this position must meet, in addition to the duties and responsibilities listed above, to successfully perform the essential functions of this job. Elwyn will engage otherwise qualified candidates for this position whose disabilities may require reasonable accommodations to enable an individual to perform the essential functions.

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