



## Therapist/Supervisor Practice Guide

### Therapist/Supervisor Summary:

The Therapist/Supervisor is directly responsible for providing therapeutic services to residents, case management (which includes intake and discharge planning, regular communication with resident CPS caseworkers, legal teams, and/or family members and attendance and participation in academic meetings), practicing milieu management strategies and supervising direct care staff. The Therapist/Supervisor is responsible for case planning, treatment implementation, and crisis management through use of the TBRI® model, sees residents for therapy a minimum of once a week and facilitates group sessions 1-3 times weekly depending on program requirements. Supervisor duties include providing individual supervision weekly to core staff, leading team meetings on Wednesdays, leading training for all core staff and providing clinical advancement opportunities for staff. Milieu Management responsibilities include developing cottage programming, maintaining a clean and safe environment, assessing holistic needs of residents and implementing cottage structure and routine. The Therapist/Supervisor will ensure agency compliance with all applicable Licensing standards, DFPS contract requirements and organization policies, procedures and practices.

### Essential Job Functions & Expectations:

#### Roles and Responsibilities:

- Administrative Roles:
  - Attend group supervision with Program Directors and other Cottage Supervisors weekly.
  - Attend in-service training sessions and other training opportunities when available.
  - Pick up communication memos and correspondence daily in the mail office to handle and communicate to the cottage/group home staff as indicated.
  - Ensure that each child's case record documents the work done with her in this treatment and care setting and absolutely meets all licensing requirements – which requires total familiarity with licensing standards.
  - Keep the agency's keys secure. Residents are not to handle keys.
  - Maintain confidentiality of information about the children and their families.
  - Maintain accurate lists of approved contacts and monitor phone calls, letters and visitors for residents. Allow only approved visitors on campus.
  - See that agency vehicles are locked when not in use, enforce no smoking rules, and see that they are left clean and free of litter after each use.
  - Ensure that cottage fire and severe weather drills are conducted and documented every 6 months.
  - Sign off on all progress notes and serious incident reports.
- Supervision:
  - Hire and orient all Youth Care Counselor and Houseparent staff for the cottage/group home.
  - Supervise and evaluate the Youth Care Counselor and Houseparent staff, which requires total familiarity with their job descriptions and expectations. Supervise team in:
    - Focus on individual and group needs of the children and the importance of personal hygiene, respect for individual rights, cleanliness and maintenance of the cottage.
    - Behavioral management and limit setting for the group.
    - Acquisition, storage and administration of medication, including careful supervision of the keeping of accurate medication records indicating medication given, time, dosage and name of person giving the medication.
    - See that daily schedule meets the needs of the children and that it is followed.
    - Ensure the keeping of a record of significant occurrences for each child.
    - Ensure sufficient recreational and enrichment activities for each child.
  - Ensure that each child is supplied with clothing and supplies for personal care, hygiene and grooming.
- Intake-Admission Responsibilities:
  - Assist with tours as needed of prospective residents, their families or guardians and interpreting the Home's

program.

- Input into decisions as to admission of a child into the Home, including review of the referral information and consultation with the “Intake Team” as to the appropriateness of the Settlement Home for the child.
- Ensure that an incoming child’s room is clean, her bed is freshly made, and that she has the furnishings and linens due her.
- Ensure that a child is expected and has either the Therapist/Supervisor, Youth Care Counselor or Houseparent to welcome and orient her to the cottage’s other children, staff, rules, schedules and routines.
- Ensure that the child’s belongings are inventoried at the time of admission and the documentation of the inventory is reviewed and signed by the child and placed in the child’s file at the cottage.
- Treatment and Daily Care:
  - Work with treatment team which includes the Executive Director, Program Director, Consulting Psychiatrist, Consulting Psychologist, Consulting Nurse, other Therapist/Supervisors and Youth Care Counselor/Houseparent staff.
  - Plan of Service:
    - A diagnostic assessment and treatment plan must be developed and recorded in the child’s case record within 30 days of admission, with appropriate signatures. The assessment shall include and document the physical, psychological, family, social, education and recreational needs of the child and be based on DSM-V criteria.
    - The treatment plan shall specify how the needs of the child shall be met in measurable, concrete forms. The objectives of treatment shall be specific and shall be shared with other staff members working with the child.
    - The treatment plan shall be reviewed at least every three months by the Therapist/Supervisor with the agency’s treatment team. Information obtained from the resident, the parents, managing conservator, referring agency and other staff of the Home shall be considered in the review.
    - The three month review of the treatment shall be documented in the child’s case record. The review shall note progress toward achieving objectives or changed in objectives based on increased information about the child or the child’s family situation. All staff members involved with the child participate in the three month review. Staff members involved in the review shall be documented.
    - When a resident plan has been reviewed, information shall be shared with the parents or managing conservator, referring agency and the resident. This shall be documented in the case record.
  - In cooperation with the entire staff, support and maintain the positive culture on campus.
  - Conduct therapeutic group meetings, ensure that children receive individual, group and family therapy
  - Liaison with child’s family and referral source or caseworker to achieve optimum support for the child’s treatment plan and for her holidays and weekends with her family or with a family who has a significant, caring relationship with her.
  - Ensure child is enrolled in school and that contact is maintained with school officials to ensure that the child is in school and school is providing for her education.
  - Assist older teenagers in securing paid work on and off campus, appropriate to the treatment needs and conduct level.
  - Provide children with guidance in money management.
  - Ensure that children on the cottage get appropriate medical and dental care and needed psychological or psychiatric attention.

- Other duties/projects as requested. Duties and responsibilities may be added, deleted or changed at any time at the discretion of leadership, formally or informally, either verbally or in writing.

Last Updated By:	Renee Randolph	Date:	03/08/2018
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