

**Denali Family Services  
Early Childhood BHA Supervisor  
Position Description**

**Mission**

Supporting children and families through individualized community based services.

**Section I**

<b>Name:</b>		<b>Organization:</b>	Denali Family Services
<b>Job Title:</b>	Early Childhood BHA Supervisor	<b>Department:</b>	Intensive School and Community Based Services
<b>FLSA Status:</b>	Overtime Exempt	<b>Supervisor:</b>	Director of Intensive School and Community Based Services
<b>Revision Date:</b>	July 2014	<b>Position Status:</b>	Full-time
<b>Position Location:</b>	Anchorage	<b>OES Job Code:</b>	21-1093

**Section II**

**Position Summary:**

This position is the supervisory position for a team of Early Childhood Behavioral Health Associates and Early Childhood Lead BHA. The Early Childhood BHA Supervisor is responsible for ensuring that their team functions as a team and is providing coverage of the clients services. Supervisors will work cooperatively with the Intensive School and Community Based Director, Clinicians, and Case Managers in the application of clinical treatment plans by the team members. The work site will vary and may include the agency main office, schools and community settings.

**Section III**

**Essential Functions of the Position:**

- Assists in hiring, training, and mentoring of new and existing employees.

- Leads regularly scheduled supervision meetings with assigned team (i.e. Early Childhood Lead and BHAs).
- Coordinates with the Early Childhood Lead BHA on staff work assignments, schedules and attendance.
- Coaches Early Childhood Lead and Behavioral Health Associates in developing and maintaining therapeutic relationships with clients.
- Collaborates with Early Childhood Lead BHA to provide training for assigned Early Childhood Behavioral Health Associates on the application of basic life skills, DFS procedures, and writing of timely and quality notes.
- Works with the Early Childhood Lead BHA to conduct employee evaluations.
- Assists Early Childhood Lead and Behavioral Health Associates in developing as functioning members of treatment teams.
- Develops, plans, and implement therapeutic activities including community activities for clients. Assists Early Childhood Lead and Behavioral Health Associates in planning and setting up activities.
- Sets goals for assigned team.
- Enters client notes into Harmony within 72 hours. Notes will need little or no editing by the Director.
- Provide individual and group skill development for clients as assigned.
- Communicates and maintain effective professional relationships with the clients' parents, foster parents, teachers, guardians, and other professionals.
- Works cooperatively with clients' case managers and other members of the clients' treatment teams.
- Prepares required reports and program documents.
- Ensures client confidentiality as prescribed by agency policy and federal law.
- Understands and complies with all agency policy, procedure, plans, program requirements and protocol and interpret applicable areas to staff.
- Reads and acts in a timely manner on items in paper and electronic mailboxes.
- Attends and participates in meetings and on committees as assigned.

## **Section IV**

### **Measurement:**

- The Behavioral Health Associate team is implementing the clients' treatment plan through established goals. Adequate performance is determined by timely and quality client notes, billable time spent with clients, and client performance.
- Related agencies, such as the school district, are positive about the performance of the assigned Behavioral Health Associates.
- Complete all agency training requirements.
- Performance on essential functions as listed above.

## Section V

### Position Requirements:

Minimum Qualifications: A Bachelor's Degree from an accredited college or university in early childhood, social work, human services, psychology, or a closely related field with two (2) years of experience in developing and implementing activities for children and adolescents diagnosed as severely emotionally disturbed. One (1) year of experience must have included lead or supervisory responsibility.

### Knowledge, Skills and Abilities:

- Ability to maintain positive professional working relationships and to work effectively within a team environment.
- Must have good written communication skills, including the ability to accurately document events, and provide detailed records for clients.
- Organized, efficient, and able to manage multiple tasks simultaneously with attention to detail and accuracy.
- Excellent interpersonal communication skills including the ability to lead.
- Ability to ensure client and employee confidentiality as prescribed by agency policy and federal law.
- Familiarity with Medicaid billing regulations.
- Proficient with basic operations in Microsoft Word and Outlook.
- Proficient in Harmony database and in writing quality and timely notes.
- Knowledge, understanding, and implementation of all agency protocol, policy, procedure, plans program requirements.
- Ability to act decisively and with fairness.
- Ability to read, speak and write in English
- Ability to pass a State and FBI background check in accordance with the State of Alaska Background Checking Unit.

Physical Requirements: Ability to perform sedentary work as well as to be engaged in physical exercise with consumers such as running, walking, hiking, etc.. Must be able to lift 40 lbs and bend down frequently. Visual acuity necessary to utilize a computer monitor throughout the course of a normal workday. Ability to perform repetitive keyboarding activities and operate general office equipment. Ability to communicate verbally, both in person and over the telephone. Ability to wrap arms around and hold a person. Ability to twist and bend frequently. Must have visual and hearing acuity.

Working Conditions: Work is performed at the Denali Family Services office, in schools, in homes and in the community.

Other Requirements: Ability to obtain CPR and First Aid certification, continual proof of a valid Alaska Driver's License, maintain current personal vehicle insurance and

registration on personal vehicle(s) used for company business, maintain a violation free driving record for the past year, and maintain satisfactory criminal background record. Must be at least 21 years of age due to state licensing requirements.

Disclaimer:

This Position Description reflects Denali Family Services' best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Position Description and understand the essential functions and qualifications of the job.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_