**Hearts with Hope Foundation**

**Job Description**

**POSITION TITLE: Licensed Practitioner of Healing Arts (LPHA)**

The LPHA serves as director of the clinical team. Ensures that services and programs meet the requirements of the Texas Department of Family and Protective Services (TDFPS) residential childcare contract, Health and Human Services Commissions (HHSC) minimum standards and Commission on Accreditation of Rehabilitation Facilities (CARF) and is responsible for providing crisis services to youth under the care of Hearts with Hope Foundation (HWHF). The LPHA develops, trains, executes, monitors and signs off on all treatment services and programs for each youth. Performs risk of harm (ROH) assessments, moderately complex case management work, counseling intervention and addressing the 5-Point Child Development Plan to include educational, emotional, physical, spiritual and social service needs. Face-to-face ROH assessments and responding to needed telephone interventions. Additionally, this position provides brief intervention therapy aimed at resolving a crisis situation.

The Treatment Director performs weekly psychotherapy sessions, intake assessments, and conducts hospital aftercare assessments. Work involves developing and maintaining relationships with youth, youth’s families, staff and stakeholders. The LPHA works closely with the Program Director and Program Administrator to ensure that high-quality, cost-effective programs are designed and implemented with regulatory compliance. Assures the continuity of care for youth, appropriate mental health referrals and providing necessary information and documentation for admission, discharge and/or transition to receiving units, facilities or agencies.

**Essential Responsibilities and Accountability:**

* Provides or oversees treatment services for youth with intellectual disabilities, emotional disorders, primary medical needs, and hospitalizations.
* Attends and participates in all scheduled meetings.
* Attends all treatment team meetings as scheduled and signs in for meetings to acknowledge presence and understanding of the topics discussed.
* Provides crisis intervention when necessary, according to Texas Health and Human Services Commission (HHSC), trauma informed care principles, and HWHF policies and procedures.
* Responds to all calls within a maximum of ten minutes.
* Staff meetings on youth and notifies Program Director and Program Administrator as needed.
* Responds to all ROH assessments within one hour of receiving the call if in the community and 10 minutes of receiving the call if at the office.
* Collaborates with HWHF team members to determine the least restrictive treatment through screening form and other assessment methods.
* Discusses treatment recommendation at the end of every ROH Assessment.
* Coordinate/confirm admission to inpatient hospital as needed.
* Ensures follow-up on 100% of youths screened within 24 hours.
* Completes or ensures intake email is sent to all necessary parties, with all necessary information to complete 24-hour follow up.
* Follow up appointment is documented in case file.
* Documents reason for clinical decision if deviating from level of care.
* Documents youth’s determined level of care in crisis assessment and screening email.
* Communicates recommendation to necessary staff (i.e. Counselor, Supervisors, Psychiatrist, Case Manager, etc.)
* Develops Crisis/Recovery plans collaboratively with each youth.
* Safety plans are completed at time of ROH assessment/recovery plans are completed during in-patient appointment, case management appointment, aftercare appointment or at time of modified intake into Mental Health services.
* All persons with a substance abuse diagnosis have a recovery plan goal which addresses substance abuse needs.
* All CPOS objectives are individualized and measurable.
* The CPOS is reviewed as needed and updated when youth identify new goals or completes goals.
* Provides Cognitive Behavioral Therapy (CBT) for individuals in level of care Intense services.
* Maintains and updates CPOS and counseling schedule.
* Maintains counseling and CPOS case load of up to 8 youth starting with intense level of care.
* Contacts youths within 24 hours of missed counseling appointment for follow up.
* Completes aftercare appointments on youth released from the psychiatric hospital the same business day.
* Documents all services provided to a youth or on behalf of a youth according to HWHF guidelines.
* Contact Program Manager for clarification of protocols or needed direction or assistance. Shares knowledge and resources by collaborating with teammates and sharing community resources when beneficial to youth’s treatment.
* All documentation is completed within two business days.
* All documentation is complete, accurate, and compliant with HWHF and HHSC guidelines.
* Completes tasks in a manner that fosters the principle of creating a safe place for both staff and youths.
* Complete Incident Reports according to HWHF Policies and Procedures.
* Ensures youths charts are in compliance with HHSC contract requirements and standards.
* Responds to all chart audits by assigned deadline.
* All paperwork will be signed in black ink with credentials and date.
* Works in a team setting and provides support and assistance to other HWHF members as needed.
* Has the ability to work independently and make decisions but seeks guidance when needed.
* Has comprehension and knowledge of all regulatory requirements to include contract, minimum standards and accreditation with target implementation goal of 100% compliance.
* Read and understand CPS Contract for clarity, comprehension and implementation for compliance.
* Review and approve any service plans completed by treatment coordinator.
* Meet with youth to determine the exact nature of their mental health concerns and make referrals when necessary.
* Schedule, monitor and supervise behavioral health therapists to ensure they provide effective services and notes are provided within 5 days of therapy session.
* Provide targeting counseling designed to help the youth overcome their problems.
* Remain knowledgeable of the latest methodologies in counseling to provide the youth with the best possible care.
* Supervises allbehavioral health therapists providing treatment service.
* Ensure the privacy and confidentiality of all youths and their records.
* Complete duties in a professional and timely manner meeting all deadlines.
* Plan, arrange and monitor specific therapies required to implement service plan and plan of service requirements.
* Develop and facilitate staff development and training programs to provide staff with information, tools and knowledgeable to help them effectively implement CPOS requirements, i.e., behavioral tools, diagnosis, coping skills, TBRI and Contract requirements. Etc.
* Enter and update data into HWHF systems and DFPS systems such as Health Passport and extendedReach as needed.
* Prepare monthly reports on the progress of each resident and provide to Case workers per requirements.
* Assist in preparation of quarterly and annual reviews by Youth for Tomorrow.
* Coordinate and facilitate staff training and discussions regarding youth’s treatment needs and diagnosis.
* Coordinate and supervise volunteers and students that are a part of an internship from a university or college program.
* Immediately report any concerns or issues, including alleged abuse, that affect the milieu of the facility to the Program Administrator.
* Ensure and maintain safety of property belonging to and on HWHF grounds.
* Other duties as assigned.

**Experience:**

* Work with diverse populations and varied social service entities
* Work with similar facilities that service similar populations
* Work with treatment team to create individual child service plans
* Monitor emotional needs of youths and makes appropriate recommendations
* Effective usage of computers
* Knowledge & practice of Accreditation, Contract Requirements and Licensing Standards
* Work with varied social service agencies
* Manage emotions in a professional environment
* Monitor staff behaviors and document observations effectively
* Act in emergency or changing situations
* Work with teams to develop action plans for the organization and persons served

**Minimum Qualifications**

* An LPHA includes a Nurse Practitioner, Psychiatrist, Licensed Psychologist, Licensed Master Social Worker (LMSW), Licensed Clinical Social Worker (LCSW), Licensed Professional Counselor (LPC), Licensed Marriage and Family Therapist (LMFT), Licensed Mental Health Counselor (LMHC) or a Licensed Psychoanalyst.
* and a minimum of three years of experience providing treatment services for children with an emotional disorder, including one year in a residential setting
* Licensed as a psychiatrist, psychologist, professional counselor, clinical social worker, marriage and family therapist, or registered nurse
* Trust Based Relational Intervention Practitioner (as soon as able to schedule classes)
* Knowledge of minimum licensing standards
* All state-mandated licenses required for practice
* Excellent communication skills
* Ability to get youth to open up to you.
* Ability to deliver treatment that is customized to meet the unique needs of every youth.

**Required Competencies:**

Individual Competencies:

1. Responsible
2. Personable
3. Knowledgeable
4. Resourceful
5. Collaborative

Managerial Competencies:

1. Hires Effectively Based on Company Needs
2. Provides Clear Direction and Expectation
3. Manages HWHF’s Workflow and Compliance Effectively
4. Creates a Positive Work Environment
5. Recognizes and Rewards Good Performance
6. Creates Supportive Environment for Diverse Employees
7. Addresses Performance Issues and Works with Employees to Improve Performance
8. Identifies Training/Development Opportunities for Staff and Encourages Attendance
9. Communicates Openly with Employees
10. Consistently Implements/Enforces Policies

**Required Work Hours and Schedule:**

* Flexible availability is required.
* Must work a minimum of 40 hours per week.
* On call rotation 24/7 to respond to childcare emergencies and incidents.

**Compensation:**

* Salaried Position
* Pay commensurate with skills & experience
* 401k Plan after one-year of service
* Health Care upon hire

Reports to: Associate Program Director

**Acknowledgment of Receipt and Understanding**

I acknowledge receipt of this job description and understand that my signature below indicates I have read and understand the position responsibilities outlined. I also acknowledge that I am an at-will Employee and that my employment may be terminated at any time. I understand that a copy of this signed form will be retained in my personnel file maintained by Human Resources.

Note: This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. The Company reserves the right to alter the information provided based on changing job requirements. All employees are expected to perform tasks as assigned by supervisory personnel, regardless of job title or routine job duties.