

	JOB DESCRIPTION	
	Position Title: Program: Service: Accountable to:	Classroom Clinical Assistant Intensive Treatment Services – School-Based Mental Health and Addictions Services Program Manager
Issued By: Date Issued:		Date Revised: June 2019 Classification:

PURPOSE AND SUMMARY

Intensive Treatment Services–School-Based is a partnership with Thunder Bay Catholic District School Board (TBCDSB). The program provides culturally relevant Children’s Mental Health services and supports for Anishinabek students who are experiencing difficulty functioning in their home school environment due to cross-cultural, social, emotional and/or trauma related needs. The goal of the program is to increase students’ strengths and decrease areas of need through a culturally informed approach. Students receive academic instruction with a focus on language and math while in the program. The program aims to provide students with individualized goals to support stabilization and successful reintegration back to their home school. An emphasis will be placed on transference of skills learned. The program also offers supports to students’ families concurrently to reduce risk factors and increase protective factors for both the school and home environment.

Under the direction of the Program Manager, the Classroom Clinical Assistant is responsible to provide culturally relevant Children’s Mental Health services and supports for assigned students enrolled in the Intensive Treatment Services–School-Based by working collaboratively with the Clinical Lead.

This position will provide services in a manner that is consistent with the philosophy, approach, goals and learning environment established by Dilico Anishinabek Family Care, which will ensure the cultural, social, emotional, mental, and physical wellbeing of children/youth and their families.

DUTIES AND RESPONSIBILITIES

1. Service Responsibilities

Under the direction of the Program Manager and in consultation with the clinical and cultural team, the Classroom Clinical Assistant is responsible for:

- a. supporting students throughout the school day by prompting, reinforcing and generalizing the culturally relevant mental health programming and strategies outlined by the Clinical Lead and collecting data on the treatment goals;
- b. plan, participate and coordinate daily therapeutic, cultural, recreational and social programming, lead group and individual sessions for the children and youth in the program to support the achievement of their individual goals, including:
 - i. maintaining a therapeutic classroom environment; including the integration of cultural teachings, curriculum requirements and mental health needs;
 - ii. following and supporting with the achievement individualized treatment goals with clinical milestones and measurable and objective outcomes for each goal for assigned students;
 - iii. delivering multi-faceted culturally informed interventions to support with the identified treatment goals;
 - iv. supporting with the generalization of skills and strategies in the home, school and community environments as directed by the Program Manager;
 - v. participating in and facilitating land-based recreational and therapeutic activities both at the School-Based Service and in the community or wilderness;
 - vi. emphasis will be placed on cultural values, traditions and ceremonies;
 - vii. providing children/youth with behavioural challenges with opportunities to positively engage in pro-social activities as a therapeutic intervention;
 - viii. providing continuous supports for children/youth who require daily individual monitoring and co-regulation;
 - ix. implementing recommended therapeutic interventions by the clinical and cultural team, Dilico Mental Health and Addiction Services, Dilico Cultural Services, Dilico Health services, Dilico Child Welfare services and First Nation representatives;
- c. plan and coordinate intervention and supportive opportunities for students' families to therapeutically participate in all aspects of the student's treatment including:
 - i. providing meaningful family engagement activities that supports family goals and the continuity of care;
 - ii. supporting the generalization of skills into the family home and community as assigned;
- d. completing data collection forms, progress reports and daily communication logs in keeping with the standards and procedures of Dilico Anishinabek Family Care;
- e. participating and facilitating in clinical consultations regarding children/youth/families who
 - i. enter services;
 - ii. while in treatment;
 - iii. transition to school;
- f. carrying out the treatment plan of the student as directed by the Program Manager and in consultation with the clinical and cultural Team;
- g. ensuring the safety, well-being and basic needs of the students by monitoring them and providing care according to the specifications of the agency policies

- and procedures, the School-Based services operations manual, Memorandum of Agreement with TBCDSB, or as directed by the Program Manager;
- h. participating in multi-disciplinary meetings, intake and discharge meetings and case conferences, as required and where individual treatment plans can be reviewed and revised if needed;
 - i. providing transportation for the children/youth of the agency as may be required and assigned by the Program Manager;
 - j. assisting in ongoing upkeep, maintenance and general appearance of physical facilities/grounds;
 - k. participating in clinical training and maintaining Therapeutic Crisis Intervention Training competency as per policies and procedures, this includes being familiar with and able to implement a variety of therapeutic strategies, providing crisis intervention and effective decision making skills;
 - l. participating constructively in evaluating School-Based services and system effectiveness and recommending necessary changes to the Day Treatment Manager as may be required;
 - m. being knowledgeable of, effectively dealing with and administering all medications and medical issues required pertaining to the children or youth in the program and accessing medical resources as required;
 - n. assisting in the on-going orientation and guidance of casual staff, student placements, academic teacher and other relevant partners (i.e. resource persons);
 - o. reporting immediately to Child Welfare Intake and the Program Manager, any incidence and/or indicators of child abuse, physical or sexual, in any case with which the agency is involved.

2. **Organizational Responsibilities**

As a representative of Dilico, the Employee is responsible for:

- a. reflecting and interpreting the Agency Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- b. acting in accordance with relevant legislation and Agency Policies, Standards and Procedures;
- c. proposing changes within Dilico that would improve the quality of service to Anishinabek children, families and communities;
- d. developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinabek children, families and communities;
- e. understanding his/her role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- f. applying Anishinabek culture, values, traditions and teachings into programming where possible;
- g. ensuring accuracy, confidentiality and safekeeping of agency records;
- h. participating constructively in the supervision process with the immediate Manager.

QUALIFICATIONS

1. Education

A Bachelor Degree of Indigenous Learning, Social Work, or Psychology is required.

2. Work Experience

- a. three years related experience working with Anishinabek children/youth/families;
- b. three years experience working in a school-based service or providing special education programming;
- c. three years experience providing clinical interventions in a school-based setting.

3. Skills/Abilities

- a. sound knowledge of the Anishinabek culture and the principle issues affecting the mental health of Anishinabek children, families and communities in the City and District of Thunder Bay;
- b. sound knowledge of the positive traditional influences that could promote mental health and wellness of Anishinabek children and families in the District of Thunder Bay. The ability to promote and apply Anishinabek Culture, values, traditions and teachings in the work of the Child and Family Team where appropriate;
- c. developing and maintaining respectful, cooperative working relationships with Anishinabek children, families, communities and service workers to promote an integrated, seamless delivery of service;
- d. ability to understand or speak an Anishinabek language would be considered an asset;
- e. a capacity to relate effectively with Anishinabek children, youth and families with mental health needs;
- f. excellent planning, organization, problem-solving, decision-making and liaison skills;
- g. ability to provide effective therapeutic interventions;
- h. ability to provide family-focused activities;
- i. problem-solving and crisis management skills;
- j. knowledge of child/youth age appropriate development;
- k. knowledge of child/youth mental health symptomology and associated interventions;
- l. knowledge of Section 20 Programs and Special Education Systems;
- m. knowledge and understanding of the Child, Youth and Family Services Act, the Mental Health Act and other relevant legislation;
- n. effective written and oral communication skills;
- o. ability to follow direction and work as a member of a multi-disciplinary team;

- p. ability to maintain confidentiality;
- q. ability to work within the Policies, Standards, Procedures and the Vision, Mission and Core Values of Dilico Anishinabek Family Care.

CONDITIONS OF EMPLOYMENT

- a. satisfactory Criminal Records Search;
- b. must possess a valid Standard First Aid/CPR Certificate or be willing to obtain one;
- c. in relation to service requirements, as determined by the Day Treatment Services Manager or designate;
 - i. ability to work flexible hours;
 - ii. work at an alternate agency site in same role for the duration of shift;
- d. must possess a Class “G” Driver’s License and have access to a personal vehicle;
- e. must complete a medical and receive the required immunizations as recommended by the local Medical Officer of Health;
- f. must participate in cultural, social, recreational program activities;
- g. must participate in and qualify for certification in Therapeutic Crisis Intervention Training provided by the agency. Must be able to perform/implement physical restraint(s) as per Therapeutic Crisis Intervention Training and in accordance with the agency Policies and Procedures.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.