

- 1 **Executive Director/CEO**--Oversees the development and delivery of an array of residential and community-based services to individuals with behavioral health disorders, developmental disabilities and intellectual disabilities. Ensures quality programming, regulatory compliance, and fiscal responsibility. Creates systems that facilitate the development of programs, services and standards to meet the current and anticipated needs of key internal and external customers. Master's Degree in Health Care Administration, Human Services, Business Administration or related field.
- 5 **Program Director/COO**--Develops, administers and coordinates program operations to ensure a safe, therapeutic environment as well as overseeing quality improvement activities, professional services, program and financial components for individuals served in a variety of residential and community-based settings. Master's degree in Education, Special Education, Administration, Psychology, Business Administration or related field.
- 10 **Program Manager**--Oversees the daily operation of a residential or community-based treatment programs. Responsible for interviewing and hiring, ensuring the implementation of quality practices, and direct care staff development. Monitors service delivery, and serves as a liaison with internal and external parties and licensing agencies. Bachelor's degree in Social Work, Social Science, Vocational/Rehabilitation Education, Psychology, Education, or related field.
- 15 **Director of Finance/CFO**--Responsible for the overall fiscal management of the center/program. Prepares and maintains financial statements, records. Reports, budgets, and oversees all accounting/grant management functions.
- 20 **IT Director/CIO**--Directs and coordinates systems, programming, and operational activities of IT. Consults with management to define boundaries and priorities for projects and discusses equipment acquisition.
- 25 **Director of Human Resources**--Responsible for design, implementation, and evaluation of all programs relating to the personnel functions of the company. Plans, directs, and supervises such functions as employment, training, policies and procedures, compensation, and benefits.
- 30 **Health Information Management Director (HIM)**--Responsible for leading the company's Health Information Management/Compliance functions as it relates to performance improvement. Supervises HIM staff. Oversees the implementation of the Electronic Health Information System. Manages the credentialing process for licensed professional staff. Responsible for the protection of the privacy and security of client Personal Health Information (PHI). Knowledge or certified in HIPAA. Bachelor's Degree in Health Management or related field.
- 35 **Marketing/Admissions Director**--Manages the company's marketing and admissions functions. Develops and maintains relationships with existing and new referral sources. Responsible for the development of marketing materials. Plans, organizes, directs and executes marketing and admissions strategies. Bachelor's degree in Marketing, Communication, or related field required.
- 40 **Intake Specialist**--Supervises admitting office personnel in admission of patients/clients. Responsible for interviewing patient/client and/or relative in order to obtain necessary personal and financial data. Responsible for preparation of records of admission, transfer, and other data as required. Maintains communications between the organization and the patient's/client's referrals and family. May also be responsible for giving walk-in and referral tours of a facility. Bachelor's degree in Marketing, Communication, or related field required.
- 45 **Director of Quality Improvement**--Responsible for organizing and facilitating performance improvement in accordance with company's Clinical Standards, Best Practices, federal, state, and local requirements. Responsible for maintaining program quality, effectiveness and outcomes. Master's Degree in Human Services, Healthcare Administration, Social Services, or related field required.
- 50 **Quality Improvement Specialist**--Responsible for collection, management and analysis of data and the preparation of reports for Quality Improvement. Participates in and assists in preparation for all clinical audits and surveys, provide technical assistance in the identification and management of Unusual Incident Reports, and is responsible for coordinating and conducting investigations in a timely manner. Master's/Bachelor's Degree in Human Services, Health Care Administration, or Social Services field required.
- 55 **Utilization Review Specialist**--Coordinates the utilization of services, acting as a resource for all regulatory and funding issues. Provides services to the clinical and admissions teams regarding the contract review process, funding verification, appeals and denials processes, and continued stay reviews for treatment services/programs. Services as a liaison between the company's finance and operations departments. Bachelor's/Associate's degree in Human Services and/or Business Administration.

- 60 **Training Director**--Plans, coordinates, and assists in the implementation of employee training programs designed to orient staff, and to improve job performance and required skills. Responsible for the development, implementation, and execution of training development programs. Bachelor's degree in Human Resources, Training & Development, Education, Organizational Development, or related field.
- 65 **Training Specialist**--Responsible for the delivery of staff training. Performs management and administrative duties related to learning management system, organizational compliance with licensing & training standards, entering, monitoring, analyzing and reporting data, and file maintenance. Bachelor's degree in a behavioral health care field or other related field.
- 70 **Employment Specialist** --Responsible for developing community work sites, establishing and maintaining positive relationships with employers, connecting clients to community work opportunities and teaching the necessary vocational skills to obtain and maintain employment. Administrative duties include on-boarding clients into the program, documenting treatment plan goals, progress notes, and communicating and coordinating services with family and resource coordinator. Bachelor's Degree, preferably in Human Services field.
- 75 **Director of Medical Services - Psychiatry**--Oversees the coordination, monitoring, and provision of psychiatric services to children, adolescents, and /or adults with significant behavioral health and /or intellectual and developmental disabilities. Responsibilities include conducting psychiatric assessment, pharmacologic management, and medication education based on the latest DSM criteria. Board Certified or Board Eligible Psychiatrist with current license. Must have child psychiatry training if treating population 16 years and younger. Completion of an approved psychiatric residency program is required.
- 80 **Psychiatrist - Adult**--Directly supervises the coordination, monitoring, and provision of psychiatric services to adults with significant behavioral health and /or intellectual and developmental disabilities. Responsibilities includes conducting psychiatric assessment, pharmacologic management, and medication education based on the latest DSM criteria. Board Certified or Board Eligible Psychiatrist with current license.
- 85 **Psychiatrist - Child/Adolescent**--Directly supervises the coordination, monitoring, and provision of psychiatric services to children/adolescents with significant behavioral health and /or intellectual and developmental disabilities. Responsibilities includes conducting psychiatric assessment, pharmacologic management, and medication education based on the latest DSM criteria. Board Certified or Board Eligible Psychiatrist with current license. Specialization: Child/Adolescent Psychiatry.
- 90 **Psychologist**--Conducts standard assessments, and provides behavioral consultation/recommendations. Consults and collaborates with the Assessment and Intervention Team to develop a written assessment of findings from the evaluation. Performs initial screening and comprehensive psycho-educational assessment. Ph.D. in Clinical Counseling, School Psychology, or related psychological field required. Must be licensed by State Board.
- 95 **Director of Clinical Services**--Provides leadership and vision necessary for quality clinical treatment in accordance with company's Clinical Standards and Best Practices. Works closely with company Quality Assurance/Improvement activities. Responsible for the delivery of clinical services in accordance with established standards and practice guidelines. Provides training and supervision to direct care staff of behavioral healthcare. Responsible for the development, supervision, and evaluation of clinical staff. Master's degree in Social Work or related field required.
- 100 **Clinical Supervisor**--Responsible for developing, planning, and supervising clinical/social services. Coordinates the delivery of care by providing direction, clinical consultation and supervision. Provides overall direction for clinical service delivery in collaboration with other disciplines. Responsible for the coordination and delivery of clinical services to include supportive, family, group, individual and milieu therapy. Master's degree in Social Work required.
- 105 **Case Manager**--Responsible for providing assessments, coordination of services, and individualized case management. Provides direction for planning, implementation, and evaluation of patient/client needs. Ensures compliance in standards in evaluation, assessment, treatment, and service delivery to patients/clients.
- 110 **Case Coordinator** --Participates in the development and coordination of the implementation of assigned patient's/client's individual treatment program plan to ensure they receive clinically appropriate, outcome based, and cost effective treatment services. Monitors the delivery of therapeutic services, and provides case coordination services in the form of funding acquisition, verification and continuation, and aftercare/discharge planning. Master's/Bachelor's Degree in Social Work, Psychology, Human Services or related field required.

- 115 **Licensed Prof. Clinical Counselor (LPCC)**--Provides counseling to individuals, families, or groups for those with mental health disorders and/or AoD abuse. Addresses the social needs of clients and utilizes referral sources for needed specialty care, hospitalization, or advance psychiatric assessments and treatments. Master's degree in Counseling and state licensure required.
- 120 **Marriage and Family Therapist (MFT)**--Supports clients to identify and resolve relationship and behavioral issues. Develops and implements treatment plans. Counsels clients, measures and tracks clients' progress, and maintains accurate case files. May be called upon to testify in court. Master's degree in Counseling, MFT, or Psychology required. State licensure required.
- 125 **Mental Health Clinician (LSW or LCSW)**--Works within a multidisciplinary team to provide assessments, coordination of services and individualized therapeutic case management. Provides direction for planning, implementation, and evaluation of patient/client needs. Master's degree and LSW, LCSW, or PCC license required.
- 130 **Mental Health Clinician (LICSW)**--Works within a multidisciplinary team to provide assessments, coordination of services and individualized therapeutic case management. Provides direction for planning, implementation, and evaluation of patient/client needs. Master's degree and LICSW, LMHC, or LMFT required.
- 135 **Medical Social Worker (MSW)**--Assesses, designs, and implements treatment programs designed to meet the clinical and counseling needs of assigned individuals. Assists patients/clients and their families in understanding and accepting treatment. Provides direct and indirect social work services. Master's degree in Social Work required.
- 140 **Community Health Worker**--Conducts community outreach and data collection to assist in implementing programs that promote, maintain, and improve individual/community health. Provides information on available resources to community residents, such as vaccines, first aid and blood pressure screenings.
- 145 **Board Certified Behavior Analyst (BCBA)**--Assesses psychological and program needs of assigned individuals. Develops, assesses, oversees implements and monitors Behavior Support Plans of assigned individuals. Conducts appropriate assessments (including functional behavioral assessments and/or analyses) to develop or modify BSPs, as well as determine the efficacy of each plan. Serves as a member of the individuals' Interdisciplinary Team. Bachelor's/Master's degree in Psychology, Special Education or related field. BCBA required.
- 150 **Board Certified Assistant Behavior Analyst (BCaBA)**--Provides both direct and indirect behavior analysis and behavioral programming services to clients. Responsible for the development of an individualized behavioral program and master treatment plan as needed for all assigned clients. Works within a multidisciplinary team to review the client's treatment, goals, progress and future needs. Bachelor's Degree and Certification as a BCaBA (Board Certified Assistant Behavior Analyst).
- 155 **Applied Behavior Analyst (ABA)**--Provides high quality one-on-one ABA treatment for individuals with autism spectrum disorder and related developmental disabilities. Activities include implementing lessons to improve communication, social, play, and self-help skills; managing maladaptive behavior as it occurs during sessions; collecting data and recording session notes; and participating in team meetings to discuss treatment progress. Bachelor's degree required, plus experience working with children, adolescents, or young adults in a home, treatment, or school-based setting.
- 160 **Certified Autism Specialist (CAS)**--Specialized Applied Behavior Analyst that works with individuals with Autism Spectrum Disorder (ASD). Provides diagnostic assessments for individuals with ASD; develops treatment plans; and works with a team of clinicians and other service providers to coordinate services. May treat multiple individuals in a clinical setting and/or work one-on-one with clients in a community, school, or home setting. Bachelor's Degree and ten years' experience or master's degree and two years' experience required; AC or CAS certification required.
- 165 **Teacher - Special Education Certified**--Develops and implements instructional programs for individuals diagnosed with behavioral health, cognitive, I/DD and or Autism Spectrum disorders. Bachelor's degree in Special Education required.
- 170 **AoD/Substance Abuse Counselor (LADC)**--Provides services to AoD patients/clients. Ensures compliance in standards in evaluation, assessment, treatment, and service delivery to patients/clients. Collaborates with the management team to ensure delivery of quality services. Bachelor's degree not required. LCDC Licensure preferred.

- 175 **AoD/Mental Health Assessor**--Provides assessments for the Alcohol and Drug (AoD) and Mental Health programs. Responsible for ensuring compliance in standards in the area of evaluation, assessment, treatment, and service delivery to clients. Responsible for directly providing needed treatment, rehabilitation, and support services to clients. Collaborates with the management team to ensure quality assessment and referral services are delivered to clients, and that all services delivered meet the needs of the clients. Bachelor's degree in Social Work or related field required. LSW required, LCDC II or higher preferred.
- 180 **Peer Specialist**--Uses lived experience of recovery to provide patient/client support on advocacy, education, mentoring, and motivation. Certification varies by state.
- 185 **House Supervisor (RN)**--Provides supervision of staff in delivery of patient care and serves as a clinical resource. Handles occurrences and responds to codes, deploys staff, supplies and/or equipment as needed. Evaluates appropriateness of admission and ensures appropriate patient status. Requires a minimum of five years clinical experience. RN licensure required.
- 190 **Nurse Manager (RN)**--Directs nursing service activities including the preparation of nursing care plans, policies and procedures in a nursing unit. Instructs and assigns duties to professional and ancillary nursing personnel based on patients' needs, available staff, and unit needs. Supervises and evaluates work performance in terms of patient care, staff relations, and efficiency of service. RN licensure required.
- 195 **Psychiatric Nurse Practitioner**--Works with individuals, families, groups, and communities to assess mental health needs. Diagnoses and treats individuals and families. Can prescribe medications. Master's degree required. NP licensure and certification required.
- 200 **RN**--Assesses patient/client medical needs and develops care plans, in conjunction with a Medical Doctor and other members of the interdisciplinary team. Delivers nursing care, monitors treatment, and administers medication to individuals with varying levels of mental health disorders and/or intellectual and developmental disabilities, in accordance with established nursing practices and guidelines. May provide direction to LPNs, CNAs or other medical support staff. RN licensure required.
- 205 **LPN**--Delivers nursing care, monitors treatment, and administers medication to individuals with varying levels of mental health disorders and/or intellectual and developmental disabilities, in accordance with established nursing practices and guidelines. LPN Licensure required.
- 210 **Certified Nurse Aide (CNA)**--Assists with activities of daily living. Performs various patient/client care activities and related nonprofessional services essential to caring for personal needs and comfort of residents. Meets federal and/or state training and licensure requirements.
- 215 **Mental Health Worker/Psychiatric Aide**--Assists and teaches patients/clients activities of daily living skills. Promotes self-sufficiency and assists patients/clients in capitalizing on their strengths. Implements individualized treatment plans, and documents progress in accordance with established procedures. May also be called Psychiatric Aide. Requires a minimum of 60 college credits in Human Services, Psychology, Education, Sociology, or other related field. Requires a minimum of 1-year experience providing direct support services to individuals with Behavioral Health and/or Intellectual and Developmental Disabilities.
- 220 **Certified Medication Technician**--Dispenses medication to patients/clients under the direction of the Nursing Staff. Meets federal and/or state training and licensure requirements.
- 225 **Medical Assistant**--Performs a mix of administrative and routine clinical duties, such as gathering personal information and medical histories, updating patient medical records, scheduling appointments, taking vital signs, and administering medications and injections. Works under the direction supervision of a physician or other licensed provider (e.g. NP, PA).
- 230 **Certified Therapeutic Recreation Specialist (CTRS)**--Plans, directs, and coordinates recreation-based treatment programs for patients/clients. Utilizes a variety of modalities, including arts and crafts, drama, music, dance, and sports. Degree in Therapeutic Recreation and CTRS certification required.
- 235 **Physical Therapist**--Organizes and conducts prescribed therapy programs for patients/clients involving exercise, heat, water, light, and electricity. Applies diagnostic and prognostic muscle, nerve, joint, and functional ability tests. Directs and assists patients/clients in active and passive exercises. Evaluates, records, and reports patients'/clients' progress.
- 240 **Occupational Therapist**--Plans occupational therapy programs for patients/clients involving such activities as manual arts and crafts, practice in prevocational and vocational skills, and activities of daily living. Studies patients' reactions and assesses patients' progress.

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- 245 **Speech/Language Pathologist**--Diagnoses and treats speech and language disorders by evaluating causes and test results. Interprets findings to all concerned with the patient/client. Plans, directs, or conducts remedial program designed to improve or restore communicative efficiency. Determines need for referral to specialist.
- 250 **Music Therapist**--Provides individual and group therapy utilizing music to encourage patients/clients to play, create, listen or move to music. Plans or conducts music therapy sessions or programs. Tailors sessions (i.e. materials used and outcomes) to specific circumstances, needs and goals. Bachelor's degree in music therapy and MT Board Certification (MT-BC) required.
- 255 **Art Therapist**--Provides individual and group therapy utilizing visual or fine arts such as drawing, painting, etc. Plans or conducts art therapy sessions or programs. Tailors sessions (i.e. materials used and outcomes) to specific circumstances, needs and goals. Master's degree in art therapy and ATR registration required.
- 260 **Medical Records Clerk**--Performs a variety of clerical tasks related to the admission/discharge process and records. Assigns new codes to the admission process. Verifies discharge information as reported on discharge form. Processes and verifies fees.
- 265 **Executive Assistant**--Performs administrative and staff support for key executives requiring extensive knowledge of organization, policies, and procedures. Prepares a variety of correspondences and documents of a confidential and sensitive nature. Screens and places phone calls, arranges meetings, and analyzes reports and correspondence as assigned.
- 270 **Administrative Assistant**--Performs secretarial duties which are routine in nature. Types correspondence. Maintains personal files, arranges meetings, and screens calls.
- 275 **Receptionist**--Greet and directs visitors. Operates phone system to take and relay incoming calls. May perform simple, routine, clerical and typing tasks.