



## Day Treatment Behavior Specialist

### POSITION DESCRIPTION

At Olalla Center, we believe all people are stronger with the support of a caring community, culturally appreciative services, and a connection to the natural world.

Our **Day Treatment Behavior Specialist** supports Olalla Center's mission of creating a safe and welcoming environment for clients, employees, and the community. Olalla Center celebrates and honors the uniqueness and diversity of all individuals. We promote health equity and inclusivity in all services, outreach activities, and programs throughout Lincoln County, Oregon.

**TITLE:** Day Treatment Behavior Specialist

**REPORTS TO:** Day Treatment Program Manager

**STATUS:** Hourly

**SCHEDULE:** Full-Time - Monday-Friday, Monday - Friday, 8 a m – 4pm, unless otherwise directed, including occasional evenings and weekends.

**LOCATION:** On Site: 321 SE 3rd ST, Toledo OR 97391

**VACCINE POLICY:** Olalla Center is considered to be an educational institution and falls under State mandates for health and safety. Therefore, any employees working for Olalla Center must be fully vaccinated (and masked) while in our on-site work environment in accordance with all current mandates and laws in effect at the time of employment.

**SALARY RANGE:** \$16.00 - \$18.00 per hour starting range depending on experience.

**BENEFITS:** Olalla Center offers a full complement of benefits, including::

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Discretionary Paid Time Off (200 Hours Per Year - Holidays deducted from PTO)
- Sick Leave (40 Hours Per Year)
- Short Term & Long Term Disability
- Flexible Schedule

## About Olalla Center and Outpatient Program

The Olalla Center is a 501(c)3, non-profit organization based in Lincoln County, Oregon, with a mission of helping to strengthen and heal individuals, families, and our community. For over 40 years, Olalla Center has operated on the core philosophy that you cannot have good health without a good community. As such, we have focused our efforts not just on individuals and their families, but on the idea of village-building; creating social supports to help ensure life wellness.

### KEY AREAS OF RESPONSIBILITY:

- ★ Support children to develop appropriate skills in accordance with their treatment plan in order to have them safely return to regular schooling.
- ★ Assist children in the management of their emotional or behavioral difficulties
- ★ Maintain safety at all times.
- ★ Supervise and support the children while they are at Olalla.
- ★ Utilize de-escalation techniques to support children in regulating overwhelming emotions.
- ★ Be knowledgeable of each child's treatment goals as identified in their treatment plan.
- ★ Assist in planning, scheduling, and implementing daily activities for therapeutic groups approved by the supervisor.
- ★ Attend regularly scheduled staff meetings, clinical supervision and training, as well as client specific meetings (Wrap and IEP Meetings).
- ★ Work with Lincoln County School District teachers and be knowledgeable of education goals, policies, and procedures in relation to each child's treatment goals.
- ★ Assist in the classroom to support a safe and calm educational environment for children.
- ★ Have contact with the prescribing physician to receive an updated medication list monthly.
- ★ Meet with Olalla's consulting psychiatrist to review treatment interventions.
- ★ Support communications between Olalla and Caregivers by having check-ins documenting each conversation or attempt.
- ★ Inform Caregivers of physical interventions, incidents or injuries as soon as possible. This must occur by the end of the day.
- ★ To document all conversations and communication with outside agencies and caregivers.
- ★ Maintain all documents regarding clients in EHR and physical files.
- ★ Write and/or assist in writing critical documentation and progress notes.
- ★ Maintain a positive job attitude including positive team behavior (e.g. willing to pitch in, problem solving attitude, positive communication style, etc.).
- ★ Be knowledgeable of, and work in accordance with Olalla Center policies and procedures.
- ★ Maintain professionalism when representing Olalla Center.

- ★ Keep confidential all matters as it may affect the client's treatment or the company's ability to do business in accordance with HIPAA
- ★ Attend training sessions as directed by your supervisor and follow any new policies from the training.
- ★ Responsible for cleaning and organizing all day treatment areas.
- ★ Perform other duties as assigned by the Clinical Director, Day Treatment Child and Family Therapist and Day Treatment Coordinator.

#### COMPETENCIES/ABILITIES:

- ★ Excellent communication and interpersonal skills with people at all levels and in all settings relevant to the missions of the Olalla Center organization
- ★ Ability to work independently at times and as part of a highly collaborative, professional team
- ★ Understand, value, and respect diversity in all forms, including diversity and work collaboratively and respectfully with diverse volunteers, staff, community leaders, organizations, and donors
- ★ Demonstrate professionalism, good judgment, and maintain confidentiality when required

#### EDUCATION / EXPERIENCE :

- ★ Must be able to receive certification as a (QMHA) Qualified Mental Health Associate by MHACBO
- ★ Bachelor's degree preferred

#### INSTRUCTIONS – HOW TO APPLY

A complete application contains **all of the following items:**

- ★ A comprehensive resume
- ★ Olalla Center employment application  
([www.olallacenter.org/employment-opportunities](http://www.olallacenter.org/employment-opportunities))
- ★ Background check form ([www.olallacenter.org/employment-opportunities](http://www.olallacenter.org/employment-opportunities))

**DEADLINE:** Open until filled. Applications will be reviewed and interviews scheduled as submissions are received. Early application is encouraged. You must submit our downloadable application, background check authorization form and your current resume to be considered.

**Olalla Center** greatly values experience and acknowledges that not everyone has had equitable access to educational and/or professional opportunities. Even if you do not feel you meet each and every criteria, please apply! You might be just the person we are looking for.

Applications will not be accepted through any other means. **Incomplete applications will not be considered.**

**What we ask of all candidates:**

The ability to relate respectfully with people of diverse backgrounds and ages, and to utilize equitable practices.

Excellent and respectful interpersonal and communication skills with a good sense of humor!

Ability to work independently and collaboratively with others, including with team members, staff, volunteers, board, and community partners.

Strength in fostering a positive, inclusive, and collaborative work culture that attracts, keeps, and motivates a diverse staff.

Current valid driver's license, safe driving record, and willingness to operate agency vehicles preferred.

Ability to lift up to 30 pounds when supporting office or facilities tasks unless reasonable accommodation is required.

Full background check.

**Contact Information**

Name: Jessica Denio (She/Her/Hers), Day Treatment Program Director

Phone: 541-819-0450

*Olalla Center is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status. We fully embrace mutual respect, civility, inclusivity, equality, and diversity in the workplace and beyond.*