

<p align="center"><b>JOB DESCRIPTION: SPURWINK SERVICES</b></p> <p><b>Effective Date: 07/01/92</b></p>	<p align="center"><b>ASSISTANT DIRECTOR OF RESIDENTIAL TREATMENT</b></p> <p><b>Revised: 03/17/09; 02/15/11; 11/06/13</b></p>
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\* Denotes an Essential Function

**Title:** Assistant Director of Residential Treatment

**Category:** AS3

**Code:** ASSTDRES

**Minimum Education Requirements:** Master's degree in related Mental Health field, and Maine State Licensure of at least LMSW level.

**Minimum Experience Requirements:** Two years experience in a similar clinical setting and two years administrative/supervisory experience preferred.

**Duties and Responsibilities of the Position:**

- \* 1. Train and supervise staff.
- \* 2. Under Program Director's supervision, monitor and fiscally manage Residential Treatment budget.
- \* 3. Under Program Director's supervision, manage program development.
- \* 4. Participate in client CCR and IEP.
- \* 5. Maintain a current Maine driver's license and a clean driving record as outlined in Spurwink's Driving Policy.
- 6. Perform behavior management including passive physical restraint, life space interviews and prescribed mental health intervention.
- 7. Implement client Service Plans, Individual Client Behavior Management Plans, Discharge Plans and Transition Plans as they are integrated into the residential treatment programming of individual clients.
- 8. Fill the function of generalist when needed.
- 9. Perform intake assessments, (making recommendations to the Program Director).
- 10. Provide on-call and/or other coverage.
- 11. Administer prescribed medications as needed.
- 12. Provide emergency coverage to Residential Treatment when needed.
- 13. Perform liaison, advocacy and brokerage with community.
- 14. Other responsibilities as deemed appropriate.

**Immediate Supervision:** Program Director.

**Immediate Subordinates:** Childcare Workers, Direct Support Staff, Therapeutic Couples, and Residential Milieu Coordinators.

**Schedule of Employment:** Salaried position.

**Other:** As an employee of Spurwink, the Assistant Director of Residential Treatment is expected to adhere to the policies and procedures of Spurwink. He/she must keep client and employee health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of the work of educating, training, and treating clients from diverse backgrounds, staff at Spurwink are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. By virtue of the responsibilities of this position, it is reasonably anticipated that the Assistant Director of Residential Treatment may be exposed to blood or other infectious materials. Therefore, he/she will receive blood borne pathogens training (including training regarding Hepatitis B) and will be offered the Hepatitis B vaccination series upon hire.

**General Sign Off:** The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

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Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date