



abbott House

JOB DESCRIPTION:

Unit Director

Number: J-13

Date of Origin: 12-13-93

Date of Revision: 08-11-03

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I. Purpose:

- A. Implementation of the agency treatment philosophy on the living unit.
- B. Effectively develop and implement programs and services that accomplish the treatment objectives for each resident on the unit.
- C. Promote quality services by the appropriate use and support of child care staff.
- D. Assure that residents are cared for in an environment that meets high standards of safety and special precautions are taken to prevent harm or injury to residents or staff.

II. Qualifications:

- A. Master's Degree in a Human Behavior curriculum and a minimum of two years experience in residential treatment.
- B. A Bachelor's Degree and three year's experience may be accepted if an applicant has a demonstrated knowledge and skill equivalent to a Master's Degree.
- C. Ability to teach youth care theory and practice to employees who work directly with children.
- D. Knowledge of and experience with group process and group dynamics.
- E. Ability to provide leadership and direction to subordinates.
- F. Ability to motivate and work cooperatively with other professionals and employees of the Agency.
- G. Ability to effectively interact with sensitivity and responsiveness to cultural differences in the client population.

III. Responsible To: Program Director

IV. Principal Accountabilities:

- A. Provide direct therapeutic services to children: Individual sessions, group therapy, milieu treatment, arrange family contacts/home visits and oversee each child's treatment and care in the residential and school program.

- B. Demonstrates training in and proficiency with the Interaction and Motivation program used by the agency, trains and consults with direct care staff regarding the program, and uses teaching interactions in their own work with youth.
- C. Assure close/appropriate supervision of children in accordance with agency standards.
- D. Judicious intervention in any crisis situation to assure the safety of children staff or agency property in accordance with agency practice.
- E. Ensure the continuity of child care staff competence in achieving objectives and carry out responsibilities through effective development, training, and motivation of residential staff.
- F. Assure that each resident is assessed as prescribed by agency practice and provided with a treatment plan that meets the individual needs of each child.
- G. Maintain positive communication with parents, referring agencies and collateral agency resources.
- H. Prepare timely, accurate, and cost effective scheduling of residential staff.
- I. Perform other duties assigned by supervisors.