



Job Description – Therapeutic Services Manager (Clinical Psychologist)

Reports to:	Deputy Director of Programming
Supervises:	Child & Family Trauma Specialist, MDT Coordinator, MDT Consultants (Occupational Therapist, Physical Therapist, Play Therapist, Speech & Language Therapist)
Exempt Status:	Exempt
Work Schedule:	Full-Time
Approved on:	

Bright Beginnings, Inc. is non-profit organization that operates early childhood and family learning centers for families experiencing homelessness. Our mission is to meet the needs of children and families living in homeless environments by: providing children with a safe, nurturing educational environment; preparing children to enter kindergarten ready to learn; and supporting homeless parents to stabilize their home lives and become self-sufficient.

Summary: The Therapeutic Services Manager is responsible for the overall planning, implementation, coordination, evaluation, and ongoing administration of mental health & wellness; specialized services and multi-disciplinary team; trauma informed care; and trauma responsive practices components of Bright Beginnings. The individual will have considerable ability to understand chronic homelessness, intergenerational poverty, their causes, and two generational approaches and solutions. This person must have the ability to provide effective leadership to plan and direct the work of others and the ability to establish effective working relationships with the public and others, and the ability to communicate effectively both orally and in writing.

Essential Duties:

1. Responsible for the overall delivery of therapeutic services programming at Bright Beginnings.
2. Ensure overall compliance with local, state, and federal standards and regulations.
3. Ensure that families are progressing on the BBI self-sufficiency matrix.
4. Ensure that parents are informed, engaged and participating in major program components – Mental Health & Wellness, Specialized Services, and Trauma Informed Care. Oversee the mental health and disabilities service area of the Bright Beginnings Head Start/Early Head Start program, in accordance to the Head Start Performance Standards and Other Regulations.
5. Develop a plan to support Bright Beginnings becoming a trauma informed organization that implements trauma responsive practices.
6. Evaluate, review and update the policies, practices and procedure of Bright Beginnings to ensure they are in alignment with being a trauma informed organization.
7. Ensure the program’s 10 percent requirement of children with disabilities in the program, either through recruitment or identification of children after enrollment through coordination with ERSEA team.

8. Develop Memorandum of Understandings with LEA, local and private educational institutions, and other providers.
9. Supervise, monitor, and communicate with all service providers that provide early intervention at Bright Beginnings.
10. Plan and coordinate training for teaching and home visitation staff on different disabilities and mental health concerns.
11. Collaborate with other service area managers to ensure integrated services are provided to children and families.
12. Use community assessment data to develop recruitment efforts for children with disabilities and determine mental health concerns.
13. Review and monitor the monthly family Case Reviews.
14. Conduct on-site visits and observations of children with developmental concerns as reported by teachers, home visitors and/or parents.
15. Provide crisis intervention counseling on a case-by-case basis, and provide ongoing support to families by making appropriate referrals.
16. Complete and submit required monthly reports to the Deputy Director of Programming through HMIS, ChildPlus.Net and the End of Month Report to the Head Start Enterprise System (HSES).
17. Supervise and maintain accurate and timely written/electronic records; including end of month reports, assessments, special education documentation, screening instruments, anecdotal observations, documents for all transitions and other required forms. (ChildPlus, HSES,).
18. Analyze data for trends, patterns and needs in mental health & wellness outcome data for monthly reports, staff and parent trainings, and advocacy activities.
19. Provide supervisions to college/universities interns.
20. Provide data and information for various grants.
21. Maintain confidentiality of information at all times.
22. Attend all trainings, staff meetings, program manager and team meetings as required.
23. Actively participate in community and program wide activities and events increasing awareness of program services offered through BBI.
24. Work collectively with all program staff.
25. Other duties as assigned.

Qualifications:

1. Mission and culture alignment;
2. Advanced degree in clinical psychology or human development; Ph.D, Ed.D or Psy.D preferred;
3. Well versed in the Head Start Performance Standards and other regulations including but not limited to child abuse regulations and District of Columbia OSSE Licensing Regulations;
4. Experience writing, supporting, administering and monitoring family treatment plans;
5. Must maintain training and professional development credits current;
6. Spanish – speaking and writing preferred, but not required;

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Equal Opportunity Employer and Provider.

7. Excellent organizational, time management and communication skills;
8. Strong written and verbal communication;
9. Strong analytical skills with experience providing data analysis to both technical and non-technical audiences;
10. Track record of establishing effective working relationships with colleagues at all levels across teams;
11. Must have the ability to maintain a cooperative, diplomatic working relationship with co-workers, supervisors, families and the community;
12. Must demonstrate flexibility in work settings, maturity of judgment and ability to work collegially;
13. Strong computer skills with expertise in Windows-based programs, such as the Microsoft Office Suite;
14. Must have DC local and Federal criminal record clearance, Child Protective Register check status and substance abuse testing; and
15. Documentation of Tuberculin-free condition and health screening on an annual basis.

Physical Demands:

- Be able to lift 25-50 lbs.
- Be able to walk, squat/kneel, sit on floor, see, hear and speak.
- Be able to raise objects from a lower to higher location or moving objects horizontally from one location to another.
- Be able to sit for extended periods of time in front of a computer.

Employee Acknowledgment:

The job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind. Employment at Bright Beginnings is strictly on an at-will basis.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE