



Day Treatment Skills Trainer

JOB DESCRIPTION

About Olalla Center

Olalla Center is committed to a safe and welcoming environment for clients, employees and community. We celebrate and honor the uniqueness and diversity of all individuals. We promote health equity and inclusivity in all services, outreach activities and programs.

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

This statement is the foundation of our treatment philosophy and the basis for our work. Focusing on individual strengths and needs, we use a variety of innovative, evidence-based treatment models to help families achieve their goals, find connection within their community and move beyond the need for professional supports.

Olalla has provided mental health and community services in Lincoln County since 1978. Olalla is a non-profit, community driven, community-based, independent organization. Whole person health and community are at the core of what we do.

There are many people, youth and adults alike, struggling with mental health issues in Lincoln County. Olalla seeks to identify, understand, manage and eventually heal these very real wounds in the lives of the people we work with.

The **Skills Trainer** 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.

TITLE: Skills Trainer

REPORTS TO: Day Treatment Program Manager

STATUS: Hourly

SCHEDULE: Full-Time (Monday- Friday 8am- 4pm)

LOCATION: On Site at Olalla Center (Toledo, Oregon)

SALARY RANGE: \$18.00 - \$20.00 per hour starting range depending on experience.

BENEFITS:

- 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

POSITION SUMMARY

As a **Day Treatment Skills Trainer** you will assist children in developing skills, managing emotions, lend a hand with daily activities, as well as support a safe and calm learning environment. Documentation and a positive attitude are all a vital part of this position.

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 deescalation 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.
- ★ 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.

QUALIFICATIONS (REQUIRED)

- ★ Has obtained or is in the process of obtaining certification as a Qualified Mental Health Associate (QMHA) through MHACBO.

INSTRUCTIONS – HOW TO APPLY:

A complete application contains all of the following items:

- ★ A comprehensive resume
- ★ Olalla Center employment application (found at www.olallacenter.org/employment-opportunities)

Please email these items to jobs@olallacenter.org with “Day Treatment Skills Trainer” in the subject line.

DEADLINE:

Open until filled. Applications will be reviewed and interviews scheduled as applications are received. Don't miss out! Apply today.

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.
- ★ Ability to work both independently and collaboratively with others, including team members, staff, volunteers, board, and community partners.
- ★ Strength in fostering a positive, inclusive, and collaborative work culture that attracts, retains, and motivates a diverse staff.
- ★ Current valid driver's license.
- ★ Ability to lift up to 30 pounds when supporting office or facilities tasks unless reasonable accommodation is required.
- ★ Successfully pass a criminal background check.

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.