

❖ **Skill development specialists:**

Title: STAY Home and STARS Skills Specialist

Reports to: STAY Home and STARS Site Director

**Education/
Experience:**

Requires a bachelor's degree in human service field. Must have a valid driver's license. If bachelor's degree is not in the human service field, then a minimum of one-year experience in the human service fields is required.

Job summary: Skills specialist ensures development, delivery and process of skill development with children and youth in a group setting which promotes health, safety, and maximum client growth and community interaction in accordance with MIFTC policies, philosophy, and mission, and federal, state and other licensing accreditation and regulating agencies, standards and regulations.

This position is Monday through Friday from 11:30 or 12:30 to 7:30 or 8:30 in the evening. Some Saturday's may be necessary due to inclement weather.

Duties and responsibilities:

- Provide services in accordance with MIFTC contract provisions.
- Participate in team, supervision, case consultation and trainings.
- Provide link between skills group, IOP, and individual/family/skill development/therapy, when applicable.
- Consistent communication with parent, guardian, foster parent of child, school, psychiatrist, therapist, to insure consistent treatment is carried out.
- Create and self manage time, organization, schedule to meet client needs, duties, and responsibilities.
- Transport children and youth to and from school, home or other approved locations, in a safe manner.
- Maintain a valid driver's license.
- Also maintain treatment environment to ensure the safety of children and youth.
- Maintain accurate information by using the communication log and any other additional tools or resources in meeting this duty, i.e. case notes, reports, etc.

Other related duties:

- Must have knowledge of theories, methodologies, and techniques of child development, family systems, cognitive restructuring, Quay differential diagnosis, solution focused techniques, and experiential therapy. In addition to the juvenile court process and proceedings, principles and methods of report preparation and documentation.
- Must demonstrate strong interpersonal skills, communication skills, organizational and time management skills, professional aptitude.
- Maintain client confidentiality, adhere to laws of mandatory reporting, identify strengths and needs of client.

- May reproduce documents.
- May engage in research.
- May participate in committees on temporary basis.
- May participate in special projects.

Performs other duties as assigned by supervisor/administrator.