



# Job Opportunity

## Child & Adolescent Behavioral Health

**Position:** Program Assistant

### Overview

Now more than ever, mental and behavioral health care for kids is needed in our community. Child & Adolescent Behavioral Health is looking to meet the growing demands by hiring a full-time Program Assistant

As a member of our team, you will help children, youth and families successfully meet life's challenges by offering the support they need. We are a collaborative network of child therapists, psychiatrists, PMHNPs, case managers, school staff, community partners and other mental health professionals working toward a common goal.

Together, we provide a positive environment for kids and their families to find health, hope and happiness.

We are looking for enthusiastic individuals to join one of the most innovative therapeutic mental health programs in Stark County. C&A is recognized by Zippia and The Cleveland Plain Dealer/cleveland.com as a Top Workplace in Stark County. We offer a compassionate, supportive, accountable work environment to help you grow your career, along with a comprehensive benefits package that includes generous and affordable medical, dental, life insurance, retirement and paid time off.

### Job Descriptions/Duties

The Program Assistant position is versatile and multifaced. Contributes to the integrity of the treatment milieu.

- Helps coordinate (track) the movement of youth into and out of the program, including referrals, case reviews, and discharge planning meetings
- Helps manage and monitor referrals/interest in program
  - Tour and program orientation for families and professionals (as requested by Manager or Supervisor)
  - Take phone inquiries and send program materials and info (as requested by Manager or Supervisor)
  - Gather appropriate school referral documents (as requested by Manager or Supervisor)
- Maintains programmatic data: class lists, parent roster, health concerns and medication, district contacts, bus list, monthly calendar, satisfaction surveys (distribution and compilation), program demographic data, rating sheets, and behavioral crisis data

- Create and maintain educational acumen folders for students
- Send out progress and academic report cards to school districts and parents/guardians
- Monitor and hand youth meds throughout the program day (document in medication log)
- Maintain the visitor and student sign in and out logs
- Initiate and process intake paperwork
  - Non-clinical opening paperwork
  - Create clinical file
- Internet research projects; online shopping for program supplies
- Receptionist- Answer phone calls and direct to appropriate person, greet visitors and family members
- Track attendance: per diem billing for schools, youth hospitalizations, incarceration and emergency removal
- Order lunches daily and milk as needed
- Trauma Informed Day Treatment scanning/filing
- “Forms” file cabinet (keep up quantities and collate)
- “Forms” packets for non-clinical intakes (keep up quantities and collate)
- Update program documents (inc. forms, program handbook, etc.)
- Assist Lead Team with reports (COA, Annual, PTO, etc.)
- Assist educational specialist (IEP tracking, typing, etc.)
- Monthly staff meeting minutes (take, type, and distribute)
- Duties as assigned by program coordinator and/or educational specialist
- Maintain a clutter-free, clean, and guest-friendly/ready foyer, front-office, and front closet area
- Additional job demands include being physically able to lift, push, pull, carry, squat, crouch, kneel, sit on the floor and get back up again, walking, jumping, running, playing, standing, some climbing and balancing
  - Position is approximately 35-40% sitting, 25-35% standing, and 25-35% being active
- Interact with youth, assist with de-escalation and reboots (breaks) and assist in the classroom as needed

## Backup/Emergency Support Jobs

- Assist in the implementation of behavior therapy plans as requested
- Provide effective direct and indirect supervision of clients as requested
- Provide behavior management assistance, support, and intervention to Trauma Informed Day Treatment youth with additional staff; monitor youth in the comfort room, verbal de-escalation, behavioral coaching and rehearsal, problem solving, self-regulation skill development, physical holding (PAARR training)

## Why Child & Adolescent Behavioral Health

At Child & Adolescent Behavioral Health, we are here for you, so you can be there for them. We provide a supportive environment for our clinical therapists to grow and lead in their careers, and in turn, you bring unmatched compassionate care and expertise. We have been recognized as one of the Top 10 Best Companies to work for in Stark County, because we strive to take care of our team at work and at home.

## Recognition and Awards

Child & Adolescent Behavioral Health has been recognized and ranked on three Zippia lists:

- Best Non-Profit Companies to Work for in Ohio
- Best Companies to Work for in Canton, Ohio
- 2022 and 2023 Top Workplace for Non-Profits in Northeastern Ohio by Cleveland Plain Dealer/cleveland.com
- Canton Regional Chamber of Commerce Community Salute Award - 2018 Award of Appreciation

## Location

We have four locations in Stark County including downtown Canton, Belden Village, Alliance and Plain Township.

Salary Range/Compensation: Will vary based on education, experience, and skills.

Hours: Regular Non-Exempt, full-time position.

Location: This position is at the Canton/ShIPLEY office.

Send resume/apply to: [recruiting@childandadolescent.org](mailto:recruiting@childandadolescent.org)

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