UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL

POSITION DESCRIPTION

| Job Title:       | Lead Milieu Counselor | Job Code: | MP2049 | Department: | Contracts-Continuing Care Units | L.U.: | W25/W28 | Grade: | N-15 |

GENERAL SUMMARY OF POSITION: Under the general supervision of the Program Director or designee, the lead milieu counselor participates as a member of the mental health treatment team in an intensive adolescent treatment program, provides trauma informed care and promotes a person-centered, skills-based collaborative philosophy in conjunction with the individual, and/or the individual’s family, state and community agencies/programs. The lead milieu counselor participates in a process of continuous learning and demonstrates an openness to evolving philosophies of practice, including restraint and seclusion prevention.

MAJOR RESPONSIBILITIES:
- Closely assist the charge nurse in formulation and implementation of scheduled activities and delivery of care.
- In collaboration with the Charge Nurse, assign activities/duties, delegate/direct milieu counselors, and provide input related to individual care.
- Provide direct care, assure safety, assist, participate in and supervise milieu activities.
- Take an active role in re-acclimating individuals to the larger community.
- Assure follow through of individualized milieu plans.
- Responsible for bridging communication between administration and the milieu.
- Participate with the development and maintenance of a therapeutic environment.
- Assist the charge nurse with admission orientation.
- Assist individuals in achieving greater independent functioning, including activities of daily living.
- Assist in medical procedures, emergencies, and in crises, which may include physical management.
- Serve as a role model for milieu counselors and individuals.
- Teach program/community expectations such as conflict resolution and appropriate boundaries.
- Facilitate in group development and implementation.
- Observe and record behavior and information regarding mental status of individuals. Maintain individual records as assigned.
- Attend staff meetings, supervisory sessions, treatment team meetings and in-service trainings as assigned.
- Identify and initiate projects that contribute positively to the delivery of care and smooth functioning of the unit.
- Provide on unit orientation of new employees.
- May provide training to other employees.
- Assist in maintaining cleanliness and organization of the unit.
- May be required to drive patients to appointments, activities, etc. in program vehicles.
- Perform other job-related duties as required.

MINIMUM QUALIFICATIONS:
- Associates degree in psychology or related field or equivalent.
- Three years of experience in related field.
- Demonstrated ability to lead and direct.
- Demonstrated ability to remain calm when under stress or in emergency situations.
- Demonstrated ability to interact with people who are under emotional stress.
- Ability to work with others collaboratively in a team setting.
- Must be able to assist with the physical management of individuals in crisis.
- Ability to perform basic computer skills.
- Must have a valid driver’s license.
Although all aspects of this position may not be described, I certify that this is an accurate statement of the major responsibilities and the necessary minimum qualifications.

DEPARTMENT HEAD ________________________________ DATE ______________
EVALUATED BY ________________________________ DATE ______

SUPERVISION RECEIVED:
Under the general supervision of the Program Director or designee.

SUPERVISION EXERCISED:
Functional supervision of milieu counselors

ENVIRONMENTAL WORKING CONDITIONS:
Work is of medium to heavy demand, standing and walking most of the time; frequently lifts patient with assistance; frequent reaching and manual dexterity in handling instruments and equipment when attending to patients’ needs; talking and hearing for discussion with patients and supervisors; near visual acuity for accurate reading of gauges and thermometers and for recording patient’s charts.

<table>
<thead>
<tr>
<th>Patients</th>
<th>Age Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>( ) Infants &amp; Children</td>
<td>0 - 11</td>
</tr>
<tr>
<td>(X) Adolescent</td>
<td>12 - 17</td>
</tr>
<tr>
<td>(X) Adults</td>
<td>18 - 64</td>
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<tr>
<td>( ) Geriatric</td>
<td>65 - 84</td>
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<tr>
<td>( ) Frail Elderly</td>
<td>85 or greater</td>
</tr>
<tr>
<td>( ) Not applicable</td>
<td></td>
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