



The mission of Specialized Treatment Facility is to promote and strengthen the mental health and the education of up to 48 adolescent males and females who are experiencing behavioral difficulties in their homes, schools, and communities.

BENEFITS

The following benefits are offered by the State of Mississippi to employees of STF:

- ❖ 18 days of personal leave per year (starting)
- ❖ 12 days of medical leave per year (starting)
- ❖ Paid select holidays
- ❖ Health (BCBSMS), dental and life insurance
- ❖ Retirement plan (PERS)
- ❖ Elective Credit Union membership and direct deposit

INTERNSHIPS

STF may offer internships in the following fields: Nursing, Social Services, and Psychology. For more information, please contact the Training Director at (228) 328-6000.

EQUAL OPPORTUNITY EMPLOYER

NURSING

Treatment Team Coordinator Job Code: 9026 Annual Start Salary: \$33,600-

Apply: www.mspsb.ms.gov

Work Schedule: Monday through Friday 8:00am-4:30pm

Position Description: The Treatment Team Coordinator is accountable for providing direct administrative support to the medical/nursing department and other members of the interdisciplinary treatment team as needed. The Treatment Team Coordinator is accountable for a variety of support service functions such as personnel support, scheduling treatment team meetings, ensuring timelines are met with the development and/or review of treatment plans, interacting with individuals served and their guardians, and maintenance of files and records. The employee performs work exercising a high degree of confidentiality essential in the execution of assigned duties. The Treatment Team Coordinator is a member of the treatment team and plays a vital role during treatment planning meetings to ensure all plans are completed per program policies and accrediting agencies' standards, and that there is an accurate recording of actions taken by the treatment team. The Treatment Team Coordinator is immediately supervised by the Director of Nursing; however, due to the scope and nature of the position, some activities may be supervised by the Medical Director, Clinical Director or other providers. Responsibilities and Duties Provides administrative support to the clinical departments by coordinating with licensed professional and other clinical staff to ensure that residents' treatment plans are developed, reviewed, signed and filed in medical charts per established timelines. Attends treatment team meetings and completes minutes on cases discussed in meeting. Creates and maintains the Treatment Team calendar, including scheduling residents for review by the team and collaborating with therapists on scheduling parents/guardians to attend treatment team meetings. Facilitates transcription of psychiatric and medical professionals' evaluations and notes by either utilizing a service or direct transcription. Prepares and mails the consents for medication forms to parents and guardians; follows up as needed with parent/guardian to ensure receipt of appropriate consents. Performs clerical duties to include maintaining forms and drafting correspondence, other documentation and/or reports for Medical/Nursing Department and other providers. Serves as the recording secretary for the Human Rights Advocacy Committee, which includes scheduling meetings, taking minutes and completing quarterly reports. Maintains electronic and paper files and establishes electronic files for new residents. All other duties as assigned. Adheres to MS State, MS DMH, Joint Commission, DOM, DOH, and STF policies and procedures and participates in continuous learning. Maintains a valid driver license and liability insurance to be a driver of a state vehicle. Maintains Mandt certification as required by STF. All STF employees are responsible for reading, understanding, and adhering to all policies, protocols, and memorandums. Universal precautions and infection control policies must be adhered to by all STF employees.

EDUCATIONAL/EXPERIENCE REQUIREMENTS

Requires a Bachelor's Degree; or High School Diploma or equivalent and 4-6 years of experience. Agency preferred qualifications: experience related to the work.

