



# Luzerne Intermediate Unit

368 Tioga Avenue  
Kingston, PA 18704-5117

**Dr. Anthony Grieco**  
Executive Director

Telephone (570) 287-9681  
Fax 570 287-5721

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<http://www.liu18.org>

**Tara Pisano**  
Business Manager

**Elizabeth Krokos**  
Assistant to the Executive  
Director for Student Services

**Ty Yost**  
Assistant to the Executive  
Director for District Services

**Nicholas Audi**  
Human Resources and Policy

**Joseph DeLuca**  
Administrative Services

**Ronald Musto**  
Personalized Academy of  
Learning

**Jennifer Runquist**  
Behavioral Health

Date of Notice: March 26<sup>th</sup>, 2025

Job Title: Mental Health Treatment Specialist; Partial Program

Location: Wilkes-Barre

Reports To: Supervisor of Behavioral Health

Terms of Employment: Full – Time Act 93 Position

Qualifications: LSW or LPC preferred; Master’s Degree in a Mental Health field with a clinical practicum

Application Process: See “Request for Position” below

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Please submit cover letter, resume and application (available on our website) and three letters of reference to:

Angela Federici-Manumpahi, HR Coordinator  
Luzerne Intermediate Unit #18  
368 Tioga Avenue  
Kingston, Pa. 18704

## **POSITION DESCRIPTION**

- TITLE:** Mental Health Treatment Specialist – Partial Hospitalization Program
- QUALIFICATIONS:** Master’s Degree in a recognized related Mental Health Discipline. Clinical Practicum experience. Experience working with children in a behavioral health setting.
- REPORTS TO:** Treatment Coordinator of Behavioral Health Services
- LOCATION:** Partial Hospitalization; Lighthouse Academy/ Wilkes-Barre High School/ Mehoopany
- JOB GOAL:** To provide direct, intense treatment that will focus on helping clients learn to respond to their daily environment in a practical and productive manner. Emphasis will be placed on client’s current needs, functions, and support systems, as they relate to mental health treatment and educational needs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Treatment Planning and Preparation.
  - Demonstrates solid understanding of the content and its prerequisite relationships and connections with other disciplines.
  - Demonstrates thorough knowledge of clients’ backgrounds, skills, and interests, and uses this knowledge to plan for behavioral interventions for groups of clients.
  - Develops treatment goals that reflect high level potential for client growth.
  - Adapts treatment goals when necessary, to the needs of individual clients and permit viable methods of assessment.
  - Seeks and utilizes resources for therapeutic purposes in Luzerne Intermediate Unit 18, professional organizations, school, and larger communities.
  - Client assessment is fully aligned with the therapeutic goals, has clear assessment criteria and standards as it relates to implementation of the red treatment plan book.

## 2. The Therapeutic Milieu

- Offers 20-day treatment meetings that are productive and inclusive of all team members.
- Demonstrates a professional demeanor that maintenance a consumer friendly environment.
- Encourages clients to take responsibility for progression of their therapeutic goals.
- Offers therapeutic interventions and procedures that are seamless in their operation.
- Monitors client behavior in a subtle and preventive manner.
- Responds to client's behaviors following a PBIS model.
- Offers a safe and nurturing environment that is clinical and strength-based.

## 3. Direct Therapeutic Services

- Delivers individual, group, and family interventions with a high degree of success.
- Assesses family needs regularly.
- Manages client cases efficiently adhering to all state and managed care guidelines.
- Conducts intakes and all treatment planning for clients.
- Facilitates groups regularly.
- Completes documentation as required.
- Offers therapeutic support to client's interests and questions, making major treatment adjustments, if necessary, and persists in ensuring the success of all clients.

## 4. Profession Responsibilities

- To follow the Intermediate Unit 18's policies and procedures and best practice of his/her profession.
- To show professionalism and growth within his/her profession.
- To maintain a professional relationship with families, community, and colleagues.
- To adhere to all state, local, and federal medical assistance guidelines.

## 5. Other

To perform other duties, as directed by the Director of Behavioral Health Services.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties, as requested by his/her Director.

**Terms of Employment:**

Salary and work year to be established by the Board.

In accordance with state and federal law, reasonable accommodations will be considered upon employee request.

Evaluations of job performance will take place yearly.

