

Music for Healing & Transition Program™, Inc. (MHTP) Advisor Deliverables

INTRODUCTION

The Music for Healing and Transition Program, Inc. is a not-for-profit 501(c)(3) educational organization which trains and certifies musicians to provide live therapeutic music, for the purpose of creating healing environments for the ill and/or dying, and all who may benefit. MHTP philosophy recognizes music as a therapeutic enhancement to the healing process and the life/death transition. Graduates of MHTP are Certified Music Practitioners (CMP)®. MHTP collaborates with healthcare facilities and community organizations to educate about, and promote research in, the effectiveness of therapeutic music.

The position of Advisor is a part-time contract position. The majority of the work is that of establishing a supportive, encouraging, and positive relationship with assigned Advisees while guiding them through the MHTP training process.

MAJOR DELIVERABLES

A. Supporting Advisees

- Creates and maintains a positive and supportive relationship with Advisees while providing guidance to Advisees' adherence to MHTP student requirements.
- Responds in a timely manner to inquiries from Advisees and MHTP staff, or refers inquiries to the Chief Executive Officer (CEO)
- Communicates with the CEO with any concerns about Advisees.
- Shares ideas for improved support for Advisees with other Advisors and the CEO.

B. Supporting MHTP Policies

- Acts as an advocate and ambassador for MHTP. Fully supports verbally and in writing the policies, decisions and actions of the MHTP Board of Directors, Chief Executive Officer and staff.
- Responsible for remaining up-to-date on all MHTP policy updates, pertinent changes in the curriculum. Advisor Manual, MHTP Handbook and Website, or as updated by the CEO; remains current on all CEU requirements.
- Answers Advisees' MHTP policy questions or refers Advisees' questions to the appropriate MHTP representative.
- Follows all requirements in the MHTP Advisor Contract.

C. Completing Administrative Deliverables

- Completes, sends, and files, (as described in the Advisor Manual or by CEO), all forms, Advisees' assessments and reports, and communication to create and maintain Advisees' records.

- Completes and sends to appropriate persons all invoices, applicable tax forms, and other administrative requirements within time frames specified in the MHTP Advisor Manual and/or set by the CEO.
- Works cooperatively, in a timely manner, on administrative tasks with other MHTP staff.
- Attends MHTP Advisor virtual videoconference meetings at least twice in a calendar year.

FACTORS

Knowledge, Skills, and Abilities (KSAs) Required for Incumbent:

1. Fully knowledgeable about MHTP mission, vision, policies, procedures, history, its therapeutic music principles, and educational program. Ability to fully support MHTP policies and teachings and positively represent MHTP to Advisees.
2. Skill in using print and electronic media, online documentation.
3. Ability to maintain detailed records, follow-up on communications.
4. Skill in handling unforeseen situations in a calm, respectful, supportive manner.
5. Ability to complete, in a timely manner, all administrative tasks as described in this Deliverables document, as assigned by Supervisor, and as in Advisors Contract.
6. Ability to work with the CEO, Faculty, and Program Coordinator in a professional manner, with flexibility as needed.

Supervision

- The MHTP Advisor is supervised by the MHTP CEO.
- Second-line supervision is provided by the MHTP Board President.

Guidelines

- Written guidelines include the MHTP Standard Operating Procedures, MHTP Board policies and directives, MHTP Handbook, and the MHTP Advisor Manual.
- Additional guidelines and directives may be distributed via emails, phone conversations, and direct communication from the Supervisor.