



JOB NOTICE

Date Posted: April 4, 2017

Closing Date: April 17, 2017

APPLICATION PROCEDURES: Send letters of intent and resume, to Box ACT-TMLD, Compass Family and Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

Program: Assertive Community Team (ACT)

Title: ACT Team Leader

Salary \$: Full Time with competitive salary and comprehensive benefit package.

Adoption of the ACT Philosophy of Care:

ACT (Assertive Community Treatment) is the leading evidenced based practice for providing services to persons with severe and persistent mental illness and/or co-occurring substance use disorders. The heart of ACT is a collaborative TEAM approach of providing care to clients where it is needed, in the community. ACT is a shift from traditional community based treatments and case management models. In ACT, the team, as a whole, is responsible for providing whatever is needed to assist clients in their recovery from mental illness. Members of the ACT team will need to adopt the ACT philosophy of care to ensure the success of the program and improved quality of life for our clients.

SUPERVISORY DUTIES:

- a. Day-to-day supervision to direct service providers of program. The Team Leader guides the multidisciplinary ACT Team in the ACT Model and philosophy of care. The Team Leader further directs and supervises ACT staff activities, leads organizational, clinical, and service planning meetings and coordinates administrative functions.
- b. The Team leader works in collaboration with the ACT psychiatric provider to provide clinical direction to staff.
- c. Provides leadership in directing treatment services designed to reduce episodes of harmful outcomes such as use of emergency departments, medical and psychiatric inpatient admissions, arrests and incarceration for program clients.
- d. The Team Leader guides the team in using collaboration to deliver positive behavioral health, social and individual consumer outcomes such as consumer participation in education, competitive employment, and family and social relationships.
- e. Participate in decision- making regarding discipline, hiring and firing.
- f. Coordinates referrals, assessments, and intakes into the program as well as discharges from the program.
- g. Coordinate and monitor implementation of Individual Service Plan (ITP), Risk Assessments, Adult Needs and Skills Assessments (ANSA), and Diagnostic Assessments as a member of multi-disciplinary treatment team for clients on ACT.
- h. Provide supervisory review and sign off of clinical documentation.

- i. Ensures staff is participating and involved in hospital admission and discharge planning for ACT clients.
- j. Complete staff performance evaluations and ensure staff are functioning and performing within guidelines and standards set forth by accrediting bodies (e.g., OHMHAS, Medicaid, CARF, Case Western Reserve)
- k. Provide training and staff development activities in areas such as advocacy, life skills training, empowerment, communication skills, documentation, medical necessity, and crisis intervention techniques and assessments

ADMINISTRATIVE DUTIES:

- a. Oversee budgetary aspects of program in conjunction with fiscal department to ensure ongoing financial stability of program
- b. Monitor and coordinate impact ratio expectations for Team.
- c. Monitor accuracy and eligibility of client payer sources for billing/reimbursement.
- d. Function as primary liaison of agency in community for various problem-solving strategies regarding service provisions.
- e. Educate and collaborate with community stakeholders regarding legal aspects of BH services, medical necessity, resources, etc.
- f. Participate actively and productively in agency meetings and case reviews.
- g. Chair meetings that address intake of clients, treatment and discharge planning with internal and external service providers.
- h. Access computer to review policy and procedure manual. Follows established safety practices and procedures.
- i. Ensures compliance with community Medicaid and CARF standards.
- j. Develop and implement policies and procedures to address certification requirements.
- k. Implement quality assurance activities to evaluate quality and appropriateness of services.
- l. Provide continuous quality improvement and resolves identified problems.

DIRECT SERVICE DUTIES:

- a. ACT is field-based position and requires at least 80% of services to be provided to consumers in their homes, shelters, places of employment, vocational and education settings and other community settings.
- b. Perform and document psychosocial interventions with clients, family members and others
- c. Provide diagnostic assessments, individual and group interventions in collaboration with supervisors and/or other service providers
- d. Respond to crisis situations 24 hours a day, seven days a week as part of established on-call procedures
- e. Productivity is achieved by submission of progress notes/billing logs. Productivity is defined as documented activity divided by hours paid. Must meet productivity expectations as one indicator of ability to adequately perform job duties.
- f. Productivity/ impact ratio standard is 50%
- g. Documentation is completed in a timely manner per agency policy. Documentation provides sufficient narrative regarding psychosocial and medical referral information to aid in delivery of services and to communicate the progress of the client.
- h. Assessments, progress notes/billing logs and ITPs (and reviews) submitted within agency timeframes.

- i. Will be constructive and serve to advance the quality of care, the mission of the agency, and the agency's standing in the community.

COMMITMENT TO HIGH QUALITY OF CARE:

- a. Introduce and/or implement new ideas for improving the quality of care.
- b. Be attentive/responsive to feedback from persons served, significant others, and community providers/members.
- c. Share skills and expertise with other agency staff: e.g., log notes, in services, workshops, etc. and will advance own level of skill and competency through participation in continuing education opportunities.

Qualifications:

Education/Experience: Master's Degree in counseling, social work or related field. LISW, LISW-S, LPCC, or LPCC-S is required. At least three years mental health or community support experience is required. Experience with dual diagnoses, counseling/case management, and/or community resource linkages. Experience understanding and implementing various evidence-based models and theories pertaining to psycho-education, motivational interviewing, serious mental illness and recovery. Ability to work effectively in collaboration with in the community and with diverse client populations. Must be able to provide coverage and to respond to emergencies on an on-call basis.

Miscellaneous requirements: Criminal background check; Pre-employment drug screen; Clear driving record; First Aid/CPR certification, TB test.

Physical Demands: Periodic walking and standing during the day. May involve physical intervention with clients experiencing crisis situations. Potential exposure to blood borne pathogens.

Personal: Strong social, communication and written skills. Must have the ability to develop rapport and be perceived by clients and staff as approachable. Ability to multi-task; while maintaining accuracy and organization. Have a working knowledge of basic to intermediate electronic health records systems is preferred.

Exempt: Not eligible for over time

THROUGH AFFIRMATIVE ACTION
EOE-M/F/H including persons with disabilities and veterans