NORTHPOINTE BEHAVIORAL HEALTHCARE SYSTEMS

JOB DESCRIPTION

**Job Title:** Home Based Clinical Care Manager

Reports To: County Director

**FLSA Status:** Exempt

Classified As: Professional

Effective Date: 10/01/95

Revision/Review Date: 3/19/16

SUMMARY:

Provides home-based intensive services to families with children and/or adolescents with SED who are at risk of out-of-home placement. Collaborates with outpatient mental health treatment team in diagnosis and treatment planning by performing the following duties.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. 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 requested by the supervisors.

**QUALIFICATIONS:**

All providers must meet qualifications set in the Michigan Medicaid Provider Manual, including: must be at least 18 years of age; able to prevent transmission of communicable disease; able to communicate expressively and receptively in order to follow individual plan requirements and beneficiary-specific emergency procedures, and to report on activities performed; and in good standing with the law (i.e., not a fugitive from justice, a convicted felon who is either under jurisdiction or whose felony relates to the kind of duty to be performed, or an illegal alien). Licensed professionals must act within the scope of practice defined by their licenses.

This position will be knowledgeable and actively support: 1) culturally competent, recovery-based practices, 2) person centered planning as a shared decision making process with the individual, who defines his or her own life goals and is assisted in developing a unique path toward those goals; and 3) a trauma informed culture of safety to aid individuals in their recovery process. To support this, lived experiences with behavioral health issues is desired.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION, CERTIFICATES and/or EXPERIENCE:**

1. Minimum of a Master’s Degree in Social Work, Psychology or Counseling, with Licensure in the State of Michigan as a Limited Licensed Master’s Social Worker, Licensed Master’s Social Worker, Temporary Limited Licensed Psychologist, Limited Licensed Psychologist, Temporary Licensed Professional Counselor or Licensed Professional Counselor. . Must obtain full clinical licensure (i.e., LMSW, LLP or LPC) within 6 months of being eligible for such licensure.
2. Must meet qualifications to maintain licensure regulated by the Michigan Department of Licensing and Regulation and NBHS's credentialing criteria.
3. Must have valid driver’s license.
4. Must have a minimum of provisional IMH endorsement to offer IMH services. (ages 0-3)

**LANGUAGE SKILLS:**

1. Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
2. Ability to write reports, business correspondence, and procedure manuals.
3. Ability to effectively present information and respond to questions from groups of managers, individuals, and the general public.

### MATHEMATICAL SKILLS:

1. Ability to work with mathematical concepts such as probability and statistical inference.
2. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### REASONING ABILITY:

1. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
2. Ability to deal with nonverbal symbolism (body language, facial expression, affect, etc.,) in its most difficult phases.
3. Ability to deal with a variety of abstract and concrete variables.

**OTHER SKILLS AND ABILITIES:**

1. Knowledge of the basic sciences underlying mental health practice in a community setting and ability to apply these principles to clinical practice.
2. Able to work with limited daily supervision and make accurate, rapid, independent decisions regarding planning, scheduling, and professional practice.
3. Ability to travel as required to attend meetings and training.
4. Participation in training and education as necessary to maintain current competency(s) in skill areas essential for implementing job duties and responsibilities.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The employee is regularly required to sit and talk or hear.
2. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
3. The employee must occasionally lift and/or move up to 10 pounds.
4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee generally works in outside weather conditions.
2. The noise level in the work environment may fluctuate contingent on families.

**CONFIDENTIALITY:**

The effectiveness of NBHS and its services is dependent upon confidential relationships with people. It is the policy of NBHS that all service recipient related information shall be kept confidential according to Section 748 of Act No. 258 of the Privacy Acts of 1974. Employees shall not divulge information about other staff, service recipients or information contained in agency files, emails and records except to other employees who may need such information in connection with their duties.

**REQUIRED TRAININGS:**

The following Northpointe trainings are required for this position:

1. Adult CPR Required within 3 months of hire. Reviews every 2 years.
2. CAFAS Required within 6 months of hire. Biannual reviews are required.
3. Case Management Required within 3 months of hire. Reviews as necessary.
4. Child and Infant CPR Required within 3 months of hire. Reviews every 2 years.
5. Children’s Training 24 hours of training required annually.
6. Clinical Documentation Required within 3 months of hire. Reviews as necessary.
7. Corporate Compliance & Ethics Required within 3 months of hire. Annual reviews are required.
8. Crisis Intervention Required within 6 months of hire. Reviews as necessary
9. Customer Service I Required within 3 months of hire. Reviews as necessary.
10. DECA-IT/DECA-C Required within 6 months of hire.
11. Diversity Required within 3 months of hire. Annual reviews are required.
12. Driver Safety Required before driving an agency vehicle. Reviews as necessary.
13. Drug Free Workplace Required within 3 months of hire. Reviews as necessary.
14. First Aid Required within 3 months of hire. Reviews every 2 years.
15. Harassment Required within 3 months of hire. Reviews as necessary.
16. Health and Medications Required within 3 months of hire. Reviews as necessary.
17. HIPAA Required within 3 months of hire. Annual reviews are required.
18. Infection Control Required prior to initial assignments to tasks where occupational exposure may occur. Annual reviews are required.
19. Jail Diversion Required within 3 months of hire. Reviews as necessary.
20. Nonviolent Intervention Required within 3 months of hire. Annual reviews are required.
21. NorthCare Network Org. & Comp. Required within 3 months of hire. Reviews as necessary.
22. NP Health Navigation Required within 3 months of hire. Reviews as necessary.
23. PECFAS Required within 6 months of hire.
24. Person Centered Planning/LEP Required within 3 months of hire. Annual reviews are required.
25. Recipient Rights Required within 3 months of hire. Annual reviews are required.
26. Safety Required within 3 months of hire. Annual reviews are required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**:

Homebased Clinical Care manager will promote treatment within the family home and/or community.

Homebased Clinical Care Manager will maintain flexible hours to accommodate individual needs.

Homebase Clinical Care Manager will promote 4 hours per month minimum program requirements to families served.

If Homebased Clinical Care Manager is working with 0-3 IMH population; a minimum of a provisional IMH endorsement must be on file.

Homebased Clinical Care Manager is responsible to preserve and/or promote reunification of the family unit if possible. Homebased will promote least restrictive treatment options at all times.

Interviews children and families to obtain information concerning clinical history or other pertinent information.

Observes children and families to detect indications of abnormal physical or mental behavior.

Assists the individual in setting up medication and/or linking/coordinating services to monitor compliance.

Plans and administers therapeutic treatment and/or intervention to assist children and families in controlling disorders and other problems, utilizing methods and/or techniques consistent with known professional best practices and ethical conduct.

Changes method and degree of therapy when indicated by children and family's reactions.

Discusses progress toward goals with children and families and integrates their input into the treatment process as clinically appropriate.

Consults with medical doctor or other specialists concerning the plan of service and amends plan as directed.

Provides for consultation, reporting, coordination and referral to other agency staff and programs, community organizations, or external health care professionals as determined to be clinically appropriate.

Refers children and families to supportive services to supplement treatment and counseling.

Conducts measurement of families clinical outcome and families satisfaction as directed.

Participates in 24-hour emergency on-call rotation, and complies with the approved policies/procedures of the agency.

Prepares and maintains clinical and administrative records in accordance with DMH and agency standards.

**COMPETENCIES:**

1. Demonstrate proficiency in brief, solution-focused therapy techniques.
2. Demonstrate proficiency in microcomputer software necessary to perform job functions.
3. Demonstrate ability to adhere to all NBHS policies and procedures regarding confidentiality and individual’s rights.
4. Demonstrate ability to document services in clinical record according to NBHS policy and procedure.
5. Demonstrate effective assessment skills.
6. Demonstrate effective crisis intervention skills.
7. Demonstrate knowledge and understanding of DSM IV childhood disorders, growth and development stages, parenting issues and techniques and treatment interventions for children and their primary caretakers.
8. For working with co-occurring individuals: demonstrates the ability to identify, assess, and link and coordinate substance abuse treatment needs. Demonstrates full understanding of substance abuse diagnoses and treatment modalities.
9. Demonstrate adherence to NBHS policies and procedures regarding medication set up and administration.

**JOB DESCRIPTION ACKNOWLEDGEMENT:**

I have received and reviewed this job description for Northpointe Behavioral Healthcare Systems. I fully understand my obligations and responsibilities as outlined herein.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date