NORTHPOINTE BEHAVIORAL HEALTHCARE SYSTEMS

JOB DESCRIPTION

Job Title: Home Based Care Manager

Reports To: County Director

**FLSA Status:** Exempt

Classified As: Professional

Effective Date: 10/1/95

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. Bachelor's degree in social work (BSW) or from an accredited college or university.
2. Michigan Licensure as a Limited Licensed Bachelor’s Social Worker or Licensed Bachelor’s Social Worker. Must obtain full licensure (i.e., LBSW) within 6 months of being eligible for such licensure.
3. Must meet the state qualifications of a QIDP or QMHP.
4. Must have a valid driver’s license.
5. Must have a minimum of provisional IMH endorsement to offer any services to children 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 add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### REASONING ABILITY:

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

**OTHER SKILLS AND ABILITIES:**

1. 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 talk or hear.
2. The employee frequently is required to sit.
3. 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.
4. The employee must occasionally lift and/or move up to 10 pounds.
5. 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. While performing the duties of this job, the employee generally works in outside weather conditions while making community-based contacts such as home visits, work site visits, and visits to other agencies.

The noise level in the work environment is usually moderate.

**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, 01-06 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 Care manager (CM) will promote treatment within the family home and/or community.

Homebased CM will maintain flexible hours to accommodate individual needs.

Homebase CM will promote 4 hours per month minimum program requirements to families served.

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

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

Homebased CM will presents information to the treatment team on individual's family and social background pertinent to diagnosis and treatment.

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

Links children and families to other resources based on the identified needs of the families.

Participates in an ongoing assessment process to identify individual's strengths, abilities, disabilities, and needs based upon the utilization of diagnostic, evaluative, and progress reports.

The Homebased CM shall participate in all treatment team meetings share along with other team members in the final responsibility for organization and implementation of plan of service.

Provides an ongoing process of treatment monitoring of services being delivered to a family, assessing whether they are adequate for the needs of the family and plan of service, including assessment of clinical outcome and family satisfaction.

Provides advocacy for the family to ensure needs are addressed and rights are protected.

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

**COMPETENCIES:**

1. Demonstrate the ability to effectively communicate both orally and written, and effectively in a team environment.
2. Demonstrate knowledge of common DSM IV-TR childhood disorders, growth and development stages, parenting issues and techniques and treatment interventions for children and their primary caretakers.
3. Demonstrate ability to accurately assess, link and coordinate care for children and their primary caretakers.
4. Demonstrate proficiency in microcomputer software necessary to perform job functions.
5. Demonstrate ability to accurately assess the presence of harm to self or others; signs and symptoms and provide appropriate intervention with clinical justification clearly documented.
6. Demonstrate knowledge of maintaining appropriate boundaries and adhering to professional ethical standards.
7. Demonstrate adherence to NBHS policies and procedures on confidentiality and individual rights.
8. Demonstrate ability to effectively prioritize multiple tasks, and demonstrate effective organizational and time management skills.
9. For care managers 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.
10. 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.

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Employee Signature Date