

**NORTHPOINTE BEHAVIORAL HEALTHCARE SYSTEMS  
JOB DESCRIPTION**

**Job Title:** ACT IDDT Team Leader  
**Reports To:** County Director  
**FLSA Status:** Exempt  
**Classified As:** Professional  
**Effective Date:** 10/1/95  
**Revision/Review Date:** 12/04/18

**SUMMARY:**

The major function of this position is to coordinate the activities and services provided by the ACT/IDDT Team, and to provide assessment, linking, monitoring, and treatment planning services to ACT/IDDT individuals. The Team Leader's goal is to see that each individual's individualized needs are met in the least restrictive manner; also provides group, individual or family therapy with ACT/IDDT individuals on an as-needed basis. Supervises all applicable staff on the team per licensure. Also performs other duties as assigned by administration or work teams.

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.

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

1. Master's degree in social work with social work license from the State of Michigan. Must obtain full clinical licensure (i.e., LMSW) within 6 months of being eligible for such licensure.
2. Two years clinical experience with adults with serious mental illness preferred.
3. Valid driver's license.

**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. The noise level in the work environment is quiet.

**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:

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| 1. ACT 101                       | Required within 1 year of hire. Annual reviews are required.  |
| 2. Adult CPR                     | Required within 30 days of hire. Reviews every 2 years.       |
| 3. Clinical Documentation        | Required within 30 days of hire. Reviews as necessary.        |
| 4. Corporate Compliance & Ethics | Required within 30 days of hire. Annual reviews are required. |
| 5. Crisis Intervention           | Required before beginning ES work. Reviews as necessary.      |
| 6. Customer Service I            | Required within 30 days of hire. Reviews as necessary.        |
| 7. Diversity                     | Required within 30 days of hire. Annual reviews are required. |

8. Driver Safety	Required before driving an agency vehicle. Reviews as necessary.
9. Drug Free Workplace	Required within 30 days of hire. Reviews as necessary.
10. First Aid	Required within 30 days of hire. Reviews every 2 years.
11. Harassment	Required within 30 days of hire. Reviews as necessary.
12. Health and Medications	Required within 3 months of hire. Reviews as necessary.
13. HIPAA	Required within 30 days of hire. Annual reviews are required.
14. IDDT Training	Required within 1 year of hire. Annual reviews are required.
15. Infection Control	Required prior to initial assignments to tasks where occupational exposure may occur. Annual reviews are required.
16. Jail Diversion	Required within 30 days of hire. Reviews as necessary.
17. Medicare Parts C&D: Combatting Fraud, Waste & Abuse	Required within 30 days of hire. Annual reviews are required.
18. Medicare Parts C&D: General Compliance	Required within 30 days of hire. Annual reviews are required.
19. Nonviolent Intervention	Required within 3 months of hire. Annual reviews are required.
20. NorthCare Network Medicaid Basics	Required within 30 days of hire. Reviews as necessary.
21. NorthCare Network Organizational Compliance & Responsibilities	Required within 30 days of hire. Reviews as necessary.
22. NorthCare Plan for Difficult Times/Advance Directives	Required within 30 days of hire. Annual reviews are required.
23. Organizational Determinations Appeals Grievance/MI Health Link	Required within 30 days of hire. Annual reviews are required.
24. Person Centered Planning/LEP	Required within 30 days of hire. Annual reviews are required.
25. Recipient Rights	Required within 30 days of hire. Annual reviews are required.
26. Safety	Required within 30 days of hire. Annual reviews are required.
27. Trauma Informed Care Level 1&3	Required within 30 days of hire. Annual reviews are required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assures that an individual plan of service for each consumer is developed, implemented, reviewed and updated on a regular basis. Reviews each plan of service in terms of measurable goals/objectives for each factor incorporated in the service care plan.
2. Ensures that case records are in compliance with NBHS and all other regulatory bodies. Ensures standards of ACT/IDDT are met. Facilitate audits for certification/recertification of program.
3. Provides accurate and timely consumer assessments and contacts as-needed. Documents contacts within a 24-hour period in ELMER.
4. Provides individual, group, family and crisis intervention counseling services as-needed. Participates in 24-hour on-call services. Assists the consumer in setting up medication and/or providing eyes on medication services.
5. Monitors the individual services received external to NBHS. This includes linkage with community services, and assisting consumers with financial assistance applications. I.e. SSI, SSDI, Medicaid, G.A., and M.A. when necessary.
6. Is responsible for the overall orientation, training, direction, coordination, supervision and evaluation of ACT/IDDT team members assigned to them.

**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. Demonstrates knowledge and understanding of mental illness diagnoses and treatment interventions.
8. Demonstrates ability to pass medications in accordance with NBHS policies and procedures.
9. Demonstrates adherence to NBHS policies and procedures on confidentiality and individual rights.
10. Demonstrates 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

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Date