

**NORTHPOINTE BEHAVIORAL HEALTHCARE SYSTEMS
JOB DESCRIPTION**

Job Title: Wraparound Facilitator
Reports To: Director of Child and Family Services
FLSA Status: Exempt
Classified As: Professional
Effective Date: 5/1/14
Revision/Review Date: 8/21/19

SUMMARY:

Coordinates and facilitates highly individualized, needs-driven services for children and families, utilizing comprehensive, community based resources, 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 or nursing degree that meets the requirement for licensure as a Registered Nurse in the State of Michigan..
2. Michigan Licensure as a Limited Licensed Bachelor's Social Worker or Licensed Bachelor's Social Worker or Registered Nurse. For Social Workers, must obtain full licensure (i.e., LBSW) within 6 months of being eligible for such licensure.
3. In lieu of the above, Bachelor's degree in a human service field with specialized training or one year of experience in treating or working with a person who has mental illness or intellectual/developmental disability, and performed in the role of a QMHP or QIDP prior to January 1, 2008.
4. Must meet the state qualifications to become a QMHP, QIDP and CMHP.
5. Must have a valid driver's license.

LANGUAGE SKILLS:

1. Ability to read, analyze, and interpret common journals, financial reports, and legal documents.
2. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

3. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS:

1. Ability to complete math functions and prepare and monitor budgets.

REASONING ABILITY:

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.

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 stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
3. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
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, color 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, and visits to other agencies. Exposure to unsanitary conditions may arise.

1. 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 client 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, clients 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. CAFAS | Required within 6 months of hire. Biannual reviews are required. |
| 2. Children's Training | 24 hours of training required annually. |
| 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 prior to providing ES. 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. Harassment | Required within 30 days of hire. Reviews as necessary. |
| 11. Health and Medications | Required within 3 months of hire. Reviews as necessary. |
| 12. HIPAA | Required within 30 days of hire. Annual reviews are required. |
| 13. Infection Control | Required prior to initial assignments to tasks where occupational exposure may occur. Annual reviews are required. |
| 14. Jail Diversion | Required within 30 days of hire. Reviews as necessary. |
| 15. Medicare Parts C&D: Combatting Fraud, Waste & Abuse | Required within 30 days of hire. Annual reviews are required. |

- 16. Medicare Parts C&D: General Compliance Required within 30 days of hire. Annual reviews are required.
- 17. Nonviolent Intervention Required within 3 months of hire. Annual reviews are required.
- 18. NorthCare Network Medicaid Basics Required within 30 days of hire. Reviews as necessary
- 19. NorthCare Network Org. & Comp. Required within 30 days of hire. Reviews as necessary.
- 20. NorthCare Plan for Difficult Times/Advance Directives Required within 30 days of hire. Annual reviews are required.
- 21. Organizational Determinations Appeals Grievance/MI Health Link Required within 30 days of hire. Annual reviews are required.
- 22. PECFAS** Required within 6 months of hire.
- 23. Person Centered Planning/LEP Required within 30 days of hire. Annual reviews are required.
- 24. Recipient Rights Required within 30 days of hire. Annual reviews are required.
- 25. Safety Required within 30 days of hire. Annual reviews are required.
- 26. Trauma Informed Care Level 1&3 Required within 30 days of hire. Annual reviews are required.
- 27. MDCH/MDHS New Facilitator Training Required within 90 days of hire.
- 28. Two MDCH/MDHS Wraparound trainings Required to attend 2 per calendar year

*Required for Care Managers assigned WOD and on-call responsibilities.

**Required for Care Managers with SED children, ages 4-6 on their caseload.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Ensures fidelity to the Wraparound model and compliance with Medicaid Provider Manual standards.

Prepares a Wraparound Family Plan of Service based upon strengths/culture discoveries, needs assessments, crisis/safety support plans, Wraparound plans, outcomes, and the development of the family mission statement.

Completes the Family Status Report form as required.

Reviews and measures outcomes with the Community Team.

Facilitates Wraparound Child and Family Team meetings.

Develops crisis/safety, transition, graduation and budget plans.

Accepts written referrals for services and presents to the Community Team for "gatekeeping" decisions.

Provides technical assistance and support to the Community Team.

Completes MDCH-required evaluation and fidelity tools as required.

Develops and makes community education presentations.

Meets with and reports to the Community Team on a regular basis, at least once a month.

Participates in 24-hour Emergency Services rotation as assigned.

COMPETENCIES:

1. Demonstrate the ability to work effectively as a team member.
2. Demonstrate proficiency in computer software necessary to perform job functions.
3. Demonstrate ability to conduct strength-based assessments.
4. Demonstrates knowledge of community resources.
5. Demonstrate ability to effectively work with families (parents/children).

6. Demonstrate ability to prioritize and manage one's own time and resources.
7. Demonstrate ability to solve complex, multidisciplinary problems in a sensitive manner.
8. Overall commitment to quality customer service.
9. Demonstrates proficiency in facilitating the Wraparound process, as monitored by the Wraparound Supervisor and Community Team.
10. Proficiency in MDCH-required evaluation and fidelity tools.

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