



Job Title	Licensed Professional Team Lead
Department	Clinical
Service Provided	Intensive In-Home Services (IIH)
Position Type	Full Time Equivalent (1 FTE)
Reports To	Executive Program Director and/or Clinical Manager/Director and/or Medical Director

JOB DESCRIPTION

Job Purpose

The IIH Team Lead is responsible for the guidance, direction, facilitation, and supervision of the overall IIH team, services, and activities according to the IIH service definition. Team lead is responsible for therapeutic interventions, weekly case staffing management, and monthly supervision requirements.

Major Duties and Responsibilities

1. Initiate and provide therapeutic, clinical interventions with each child.
2. Designate staff such that specialized clinical expertise is applied as clinically indicated for each child
3. Exhibit clinical expertise and guidance with IIH team members in the team interventions with the consumer
4. Provide clinical supervision of all members of the team for the provision of IIH services
5. Coordinate and manage initial and ongoing assessment activities
6. Convene the Child and Family Team for person-centered planning
7. Complete and implement the initial development and ongoing revision of the Person-Centered Plan
8. Consult with identified medical (for example, primary care and psychiatric) and non-medical (for example, DSS, school, DJJ) providers, engage the community and natural supports, and include input in the person-centered planning process and ensure linkage to the most clinically appropriate and effective services including arrangement for psychological and psychiatric evaluations
9. Coordinate behavioral health services and other interventions for the youth or other family members with other licensed professionals and Child and Family Team members
10. Monitor and document the status of consumer progress and the effectiveness of the strategies and interventions outlined in the Person-Centered Plan
11. Training Requirements:
 - **Core Training:** All IIH E/V/C must provide current proof of First-Aid, Cardiopulmonary Resuscitation (CPR), Blood Borne Pathogens (BBP), and National Crisis Intervention Plus (NCI +) certifications.
 - **Within 30 days of hire:** All IIH E/V/C providing Intensive In-Home services must complete Intensive In-Home service definition, Crisis Response training for the selected model, and Service Note Documentation.
The Licensed Professional and Qualified Professional responsible for the Person Centered Plan must complete Intensive In-Home service definition, Crisis Response, Service Note Documentation, and PCP Instructional Elements training for the selected model.
 - **Within 90 days of hire:** All IIH E/V/C providing Intensive In-Home services must complete Introductory 13-hour MINT Motivational Interviewing, 12-hour Person Centered Thinking, 11-hour Introduction to System of Care (SOC) or Child and Family Therapy (CFT), and 24-hour Cognitive Behavioral Therapy for the selected model.
 - Licensed Professional must complete 13-hour MINT Motivational Interviewing, 12-hour Person Centered Thinking, 11-hour Introduction to System of Care (SOC) or Child and Family Therapy (CFT), and 12/24-hour Cognitive Behavioral Therapy (including Supervisory training) for the selected model.
 - Additional training: Strengthening Families Program (SFP 7-17)
 - Annually, all IIH E/V/C must complete a minimum of 10 hours of Cognitive Behavioral Therapy training (more if fidelity to the model requires it).
 - Present copies of any additional training and continuing education (CEU) credits after hire.
12. Maintain confidentiality and comply with governmental laws and regulations, as well as Company policies and procedures, best practices, and all other duties and responsibilities as assigned per State and/or Federal Service Definition(s) and/or Clinical Policy 8A.
13. Contribute to the team by completing ad hoc duties and responsibilities, as assigned by YES Leadership and/or other YES Authorized personnel

Maintaining Professional Boundaries and Ethical Conduct

All clinicians are required to follow the ethical codes of their specific license, as well as the YES Code of Ethical Conduct. Ethical decision-making and consultation should regularly consider potential ethical dilemmas including:

- "Duty to Report" and "Duty to Warn"
- Informed Consent
- Dual relationships and healthy boundaries
- Conflicts of interest
- Safety screening
- Unjustified gains and dynamics in therapeutic relationships
- Need for referral to other providers
- Practicing within professional scope and training.

Coordinating Services

Often consumers may be involved in other formal treatment services such as case management and medication management, or more informal services. Clinicians with written consent, consult and coordinate with other mental health and medical providers to ensure continuity of care.

Coordinating Recommended Services

When a client has a primary substance abuse diagnosis, the client should be referred to a licensed substance abuse professional.

Accommodating Consumers

Clinicians work to accommodate consumers by providing services at convenient times and locations for consumers. Clinicians will offer services during the day and in the evening. Also, consider transportation barriers when scheduling appointments and accommodate by providing services in the home (if/when clinically appropriate).

Informed Consent

All consumers receiving services have a right to be informed about the clinician's professional and educational background and training. Additionally, consumers have a right to be informed about their rights, limits of confidentiality, and the right to another referral upon request. Each consumer is to work collaboratively with the clinician in mutual goal setting. Additionally, each consumer has a right to be fully informed of their diagnosis and treatment recommendations.

Medical Necessity

After an initial assessment is completed, the Medical Director will be responsible to review the medical necessity of services by reviewing and signing the treatment plan or Person-Centered Plan.

Core Competencies:

Technical Knowledge in the use of relevant counseling and psychotherapy techniques that apply to the services authorized. Understands and can articulate technical concepts and information that relate to the disorder(s) treated and the therapies used to provide treatment. Recognize signs and symptoms of mental health needs and co-occurring disorders related to the population served.

Cultural Awareness in the delivery of service to a diverse population. Understands and can articulate the psychological, sociological, and political aspects of providing MH/DD/SA services to diverse populations. Ability to communicate and provide competent and appropriate services to a diverse population.

Analytical Skills in screening, assessing, and evaluating persons receiving services. Understanding psychological, physical, emotional, spiritual, cultural, and developmental issues, determines the accurate diagnosis and/or assessment, and interprets evaluative instruments correctly to accurately reflect the individual's strengths, preferences, and needs.

Decision Making in the accurate appraisal of problems and conditions of a person being served in a variety of settings and systems. Ability to synthesize individual information from involved agencies or sources, and to formulate and implement an appropriate clinical course of action in collaboration with these agencies and sources. Ability to recognize a person's needs and to refer individuals to appropriate professionals and resources. Makes appropriate decisions and/or referrals promptly.

Interpersonal Skills with the ability to establish rapport, openness, and trust. Ability to interact effectively with individuals, families, and involved agencies to promote active treatment and relapse prevention.

Communication Skills with the ability to effectively formulate and articulate ideas in both verbal and written form. The ability to effectively interpret and convey verbal and non-verbal information through appropriate means for the individual and the population served.

Clinical Skills with the ability to successfully assess, evaluate and provide individuals with the treatment and therapies appropriate to the person's identified needs and conditions.

Technical Skills

Standard required knowledge in the use of computers, fax, photocopies, and scan machine and different type of software and programs such as Microsoft Word, Integral medical system, etc.

Agency Responsibilities

These include attendance at required meetings (includes peer and clinical supervision, case staffing/consultations) and training to keep abreast of agency regulations and procedures, increase knowledge and skills in clinical areas, and provide needed agency services, documentation of clinical work with clients and maintenance of medical records per agency and Medicaid or insurance standards.

Other Position Characteristics

- Accuracy of work by the individual in this position will have a tremendous impact on treatment outcomes for clients and parents/families. Exact accuracy concerning the management of emergencies and the diversion of inappropriate hospitalizations is required. Effective as well as the efficient direction of allocation of fiscal resources is mandatory in supporting and realizing the primary goals and objectives of children's services. This accuracy requires visual/perceptual, verbal, and written communication skills.
- Consequences are commensurate with the error, ranging from inconsequential to severe.
- Knowledge of YES guidelines and policies, confidentiality guidelines, professional standards for treatment, DSM V, and LME-MCO Program guidelines.
- Ongoing supervision meetings with the supervisor, staff meetings, and Child and Family Team meetings (if indicated).
- Regular contact with YES staff (clinical and administrative) some contact with parents/guardians and extensive contact with staff from other community agencies, schools, and juvenile justice staff.
- Minimal physical effort should be required for the fulfillment of the requirements of this position.
- The tasks of this position generally will be performed in a community or office setting.
- Visual observation of staff's interactions with clients and peers is essential for training and ongoing evaluation purposes. Visual observation is also essential to the client's treatment and proper allocation of resources. Intense mental concentration is necessary for the following: managing a client through crisis, fulfilling medical record requirements and other essential paperwork, communicating with officials in the community, evaluating potential emergency placements, etc.
- All possible safety measures will be met to protect clients and other staff if the need should arise.

Knowledge, Skills, Abilities

This position requires a thorough knowledge of evidence-based therapy techniques; broad knowledge of principles of child development, positive behavioral supports and interventions, and life skills activities; in-depth knowledge about community mental health and related health systems; minimal competency with personal computing; and skills in the planning, development, and implementation of programming goals and objectives. Effective communication skills are essential.

Minimum Qualifications

The IHH Team Lead clinician is an individual who holds a license (i.e. LCSW, LCSWA, LCMHC, LCMHCA, LMFT, LMFTA) with at least one year of experience preferred providing services to children, youth, and adolescents or can be a Ph.D. or MD Level Clinician (within the scope of practice). Training and experience should fully prepare an individual for this work. There is no informal training and experience that could substitute for these qualifications. The individual must also have a valid North Carolina Driver's license, auto insurance, and a driving record that is acceptable to YES' insurance carrier. Also, the clinician should provide individual professional liability insurance of up to three (3) million dollars.



Level of Authority

Performs daily routines independently by established and general policies and procedures requiring regular interpretation. Is responsible for sound judgment, thoroughness, and competence, where failure to perform effectively and efficiently could have a serious impact on company operation, consumer plans, and the efficient use of resources. This position is supervised by the Executive Program Director and/or Clinical Director and/or Medical Director.

Working Conditions

The Licensed Professional may be required to work within the facility, outside the facility, community, school, and/or within the recipient's home. Flexible hours are required. The Licensed Professional & team shall provide "first responder" crisis response on a 24/7/365 basis to the recipients receiving IHH service. Traveling using a personal vehicle will be necessary and will also require a DMV background check and proof of personal automobile insurance.

Hiring/Termination

Executive Management Team and/or assigned personnel may authorize the hiring and/or termination of this position.

YES E/V/C Handbook stipulates the following as it pertains to resignation or termination (the resignation period for this position is thirty (30) days per policy revision and a two-week written notice does not apply unless approved by EMT):

A thirty (30) day written notice is required in the event an E/V/C resigns. The E/V/C is obligated to perform regular job duties and responsibilities during the thirty (30) day notice period in the same professional manner (for example, reporting to work on time, completing scheduled hours with colleagues, team, peers, or consumer(s), and submitting documentation and performing work efficiently, effectively, and in a satisfactory manner). Failure to submit a thirty (30) day written notice and/or failure to perform duties as outlined above, and/or termination may result in prorated salary payment and/or recalculation of any pending earnings/ wages/hours of work/final paycheck(s). Final earnings/ wages/hours/salary payment will be paid at the current federal minimum hourly wage rate (\$7.25) and/or salary will be prorated at the federal minimum wage rate. Upon resignation or termination of employment, services and all company property including, consumer documentation, encounters, service notes, PCP plans, company-purchased supplies, training materials, etc. must be submitted within the deadline(s) stipulated in company policy, procedure, and best practices to prevent compensation adjustments as stipulated above.

The employee is required to fulfill all assignments, duties, and obligations of their position until the final date of employment, and failure to comply will warrant immediate dismissal, and final hourly earnings, wages, or salary will be recalculated and/or prorated and paid at the federal minimum wage rate (\$7.25).

I, Employee/Volunteer/Contractor, have read the job description entirely and fully understand the conditions set forth herein. I further understand that this job description is not intended and should not be misconstrued to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job, but rather is intended to be an accurate reflection of the principal elements of the job. It has been clearly explained to me that I will be additionally responsible for any other duties assigned to me by my immediate leadership and/or YES authorized personnel.

In accepting this position with Yelverton's Enrichment Services, Inc., I acknowledge and signify that I can perform the essential functions outlined in the above job description with or without reasonable accommodation.

EMPLOYEE/VOLUNTEER/CONTRACTOR PRINTED NAME

SIGNATURE

DATE

YES AUTHORIZED SIGNATURE

DATE