



JOB TITLE	INTENSIVE IN-HOME QUALIFIED PROFESSIONAL
DEPARTMENT	CLINICAL
SERVICE PROVIDED	INTENSIVE IN-HOME SERVICES (IIH)
POSITION TYPE	FULL-TIME EQUIVALENT (1 FTE) <input type="checkbox"/> PART TIME EQUIVALENT (.5 FTE)
REPORTS TO	INTENSIVE IN-HOME TEAM LEAD AND/OR CLINICAL DIRECTOR AND/OR MEDICAL DIRECTOR

JOB DESCRIPTION

Job Purpose

This position is responsible for being part of a team whose function is to address the identified needs of youth transitioning from out-of-home placements or at risk of such and needing intensive interventions to remain stable in the community.

Major Duties and Responsibilities

1. Supervision must occur according to licensure and certification requirements of the appropriate disciplines.
 2. Coordinating and overseeing the initial and ongoing assessment activities
 3. Convening the Child and Family Team for person-centered planning
 4. Completing the initial development and ongoing revision of the Person-Centered Plan and ensuring its implementation
 5. Consulting with identified medical (for example, primary care and psychiatric) and non-medical (for example, DSS, school, DJJ) providers, engaging community and natural supports, and including their input in the person-centered planning process
 6. Ensuring linkage to the most clinically appropriate and effective services including arranging for psychological and psychiatric evaluations
 7. Providing and coordinating behavioral health services and other interventions for the youth or other family members with other Licensed Professionals and Child and Family Team members.
 8. Monitoring and documenting the status of the consumers' progress and the effectiveness of the strategies and interventions outlined in the Person-Centered Plan
 9. Maintaining confidentiality and comply with governmental laws and regulations, as well as company policies and procedures.
 10. Responsible for meeting designated timelines to include on time submission of service notes and other required clinical documentation
 11. Participation in crisis phone rotation may be required
 12. All other duties and responsibilities as assigned per State and/or Federal Service Definition(s) and/or the most current version of the North Carolina Health and Human Services Clinical Policy 8A.
- IIH staff is responsible for the following under the direction of the Team Lead:
13. Participating in the team's weekly case staffing meeting
 14. Participating in the person-centered planning process
 15. Assisting with implementing a home-based behavioral support plan with the youth and his or her caregivers as indicated in the Person-Centered Plan
 16. Providing psychoeducation as indicated in the Person-Centered Plan
 17. Assisting the Team Lead in monitoring and evaluating the effectiveness of interventions, as evidenced by symptom reduction and progress toward goals identified in the Person Centered Plan
 18. Assisting with crisis interventions
 19. Assisting the Team Lead in consulting with identified providers, engaging the community and natural supports, and including their input in the person-centered planning process
 20. All members of the IIH services team shall be supervised by the Team Lead. Persons who meet the requirements specified for Qualified Professionals and who have the knowledge, skills, and abilities required by the population and age to be served may deliver IIH services.
 21. Team-to-family ratio shall not exceed one to twelve (1 to 12) for each IIH team.
 22. Responsible for providing or coordinating (with another Licensed Professional) treatment for the youth or other family members.

23. Training Requirements:

- **Core Training:** All IHH E/V/C must provide current proof of First-Aid, Cardiopulmonary Resuscitation (CPR), Blood Borne Pathogens (BBP), and National Crisis Intervention Plus (NCI +) certifications. ***Must be provided before hire date***
 - **Within 30 days of hire:** All IHH 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 Provisionally 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 IHH E/V/C providing Intensive In-Home services must complete Introductory Motivational Interviewing, Person-Centered Thinking, Introduction to System of Care (SOC), and Cognitive Behavioral Therapy for the selected model.
 - The Provisionally Licensed Professional must complete Introductory Motivational Interviewing, Person-Centered Thinking, Introduction to System of Care (SOC), and Cognitive Behavioral Therapy (which includes Supervisory training) for the selected model.
 - Annually, all IHH E/V/C must complete a minimum of 10 hours of Cognitive Behavioral Therapy training (more if fidelity to the model requires it).
 - Additional training: Strengthening Families Program (SFP 7-17)
24. Maintaining confidentiality and complying with governmental laws and regulations, as well as Company policies and procedures.
25. All other training, duties, and responsibilities as assigned per State and/or Federal Service Definition(s) and/or Clinical Policy 8A.

Minimal Qualifications

Strongly recommended that applicant possess the following in terms of certifications.

1. An individual who holds a license, provisional license, certificate, registration, or permit issued by the governing board regulating a human service profession, except a registered nurse who is licensed to practice in the State of North Carolina by the North Carolina Board of Nursing who also has four years of full-time accumulated experience in MH/DD/SA with the population served; or
2. A graduate of a college or university with a Master's degree in a human service field and has one year of full-time, pre/post-graduate degree accumulated MH/DD/SA experience with the population served, or a substance abuse professional who has one year of full-time, pre/post-graduate degree accumulated supervised experience in alcoholism and drug abuse counseling; or
3. A graduate of a college or university with a bachelor's degree in a human service field and has two years of full-time, pre/post-bachelor degree accumulated MH/DD/SA experience with the population served, or a substance abuse professional who has two years of full-time, pre/post-bachelors degree accumulated supervised experience in alcoholism and drug abuse counseling; or
4. A graduate of a college or university with a bachelor's degree in a field other than human services and has four years of full-time, pre/post-bachelor degree accumulated MH/DD/SA experience with the population served, or a substance abuse professional who has four years of full-time, pre/post-bachelors degree accumulated supervised experience in alcoholism and drug abuse counseling.

**Degrees in the non-human service field must include at least twenty (25) credit hours in human service coursework. Certification(s) in Substance Abuse, Family Therapy, or/and other mental health certification(s) is highly recommended.*

Intensive In-Home Team Members must meet the requirements for Qualified Professionals and have the skills, knowledge, and abilities required by the population and age to be served. Also, must have at least one (1) year of documented experience working with children and families. Intensive In-Home service providers focused on substance abuse must include a Certified Clinical Addiction Specialist, or a Certified Substance Abuse Counselor Certification as defined by North Carolina guidelines. Must have at least one (1) year of documented experience working with Mental Health/Substance Abuse (MH/SA) children and/or adolescents.

Additional Requirements:

1. Clear reports on criminal/DMV background checks for the respective state, NC Healthcare Registry, Office of Inspector General, and National Sex Offender.
2. Available to accept random drug testing.



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 Skill in screening, assessing, and evaluating persons receiving services. Understanding psychological, physical, emotional, spiritual, cultural, and developmental issues, determines 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 are 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

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

Ability to monitor, coordinate, evaluate, and follow up successfully the consumer's plan of action according to the clinician's recommendations to identify needs and resources.

Technical Skills

Standard required knowledge in the use of computers, office equipment, and additional types of software and programs such as Microsoft Word and Integral medical system.

Agency Responsibilities

These include attendance at required meetings (including peer and clinical supervision, supervision meetings) 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.

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 Intensive In-Home Team Lead and/or Clinical and/or Medical Director.

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.

Work Environment

Work will be performed in a community-based environment, in homes with consumers and their families. Sometimes the work environment is a fast-paced office with frequent interruptions and diverse populations.



Working Conditions

The Qualified Professional may be required to work within the facility, outside the facility, community, school, and/or within the client’s own home. Flexible hours are required. The Qualified Professional & team shall provide “first responder” crisis response on a 24/7/365 basis to recipients who are receiving IIHS. 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 do 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