

TURNING LEAF

Therapist/Case Manager

POSITION DESCRIPTION

DATE: 6/2017
 TITLE: Therapist/Case Manager
 SUPERVISED BY: Program Director, DO/Administrator
 SUPERVISES: None
 STATUS: FT, Salaried, On Call
 BENEFIT ELIGIBLE: Level 4 Benefits
 RATING SCALE:
 5- Excellent; 4- Competent; 3- Average; 2- Needs Improvement; 1- Not Compliant

Last Name, First Initial:
Hire Date:
Other Date:
Evaluation Due Date:
Type of Evaluation: ___ 90 day ___ Annual

Position Summary:

Provide individual therapy, group therapy, skill building programming and case management services for consumers of Turning Leaf. Duties include face-to-face contact and related activities including coordinating relevant consumer specific supports, services, housing, social networks, appointments, PCP planning, utilizing natural/community supports, maximizing income/benefits and plans of service. Monitors the implementation and effectiveness of individual treatment and behavior plans. Functions as a liaison to various state, county, and private agencies involved with Turning Leaf or its consumers. Provides communication across, within and between all stakeholders and community resources providing services to the consumer.

Contacts:

Consumers; Treatment Team both at Turning Leaf and the placing agency, within the community, guardians, external clinicians, state licensing consultant, employers, medical personnel, accrediting bodies, and any other community agencies as appropriate.

Job Requirements- Essential:

1. Minimum of a Master’s degree in Social Work, Psychology or Counseling along with appropriate State of Michigan clinical licensure and at least three years successful clinical experience working with the SPMI, DD and TBI population.
2. Before performing assigned tasks, shall be up to date with **trainings and demonstrated competencies:**
 - MDHHS Group Home Curriculum
 - Recipient Rights Training
 - CPR & First Aid
 - De-escalation Training
3. 18 years of age or older;
4. Clear Criminal History and Background Check;
5. Valid Michigan Driver’s License with less than 4 points;
6. Negative Drug Test;
7. Complete and Pass Physical Examination;
8. Travel to various sites in and out of county may be required with company vehicle only.
9. Maintain a positive and professional relationship with all internal and external stakeholders.
10. Be considerate and aware of resident, employees, and other TL stakeholders’ cultural diversity at all times.
11. Protect and advocate residents’ rights as stated in the Michigan Mental Health Code.
12. Take universal precautions required to minimize the risk of infection(s).
13. Proficient in computer skills to include the Internet, Electronic Medical Record, Scheduling Software; Microsoft Word, Excel and Power Point ®.

Employee Currently maintains all the Basic Job Requirements (YES or NO)

If No, indicate what areas are not currently compliant:

Attendance:

Employee will demonstrate responsible work history at all times.

- Show willingness to accommodate and provide support during after -hours crisis situations.
- Adhered to their agreed upon schedule without being late or leaving early.
- Has provided proper notice in the event of being absent.
- Has consistently provided timely attendance records for payroll purposes.

Comments:

_____ **Total # of Policy Violations/Written Warnings**

Therapist/Case Manager Job Responsibilities:

(Supervisor: Please rate EACH ITEM on a scale of 1 – 5; please provide job performance feedback and include specific suggestions in order to for employee to improve)

As a Turning Leaf Therapist/Case Manager, you will be expected to function as an active **Team Member** working within a multi-disciplinary team to provide treatment based services to consumers with mental illness, developmental disability, personality disorders, substance use disorders and/or traumatic brain injury.

_____ Active member of the Admission/Transition/Discharge process. Responsible for admission documentation including TL admission packet, Psychosocial Assessment, Crisis Plan, IPOS/Person Centered Plan (PCP), Crisis Plan and Transition Plan. Update clinical documentation as needed and required per Turning Leaf policy.

_____ Active member of the weekly Clinical Team Meetings to discuss and determine consumer progress. Active team member of the Clinical Supervision Meeting (once weekly) determining the scope and themes of the Day Treatment and Community Integration Programs.

_____ Therapist Case Manager will perform various service elements linking to services, advocacy, coordination and monitoring of consumers’ case. Coordinate consumers’ services and supports with all providers (internal and external), making referrals and advocating for the consumer at all times. Coordinates and assists the consumer with benefits/income, insurance, food assistance external housing, employment and overall transition and discharge planning. Complete monthly Case Management Summary on Nextstep each month.

_____ Facilitate Evidence Based Group Therapies for consumers participating in the programs. Facilitate Skill Groups that allow for greater independence through hands on opportunities. Utilize Wellness Center, exercise room, art therapy, sensory room and other modalities in order to reach consumers. Utilize goals within PCP to identify appropriate skills to address within weekly group contact. Ensure that master authorization spreadsheet are taken into consideration when prioritizing need.

_____ Meet with consumers individually for individual supports coordination or therapy to assess progress toward goals of treatment and to allow consumers the opportunity to express issues and concerns regarding current program. Ensure that master authorization spreadsheet are taken into consideration when prioritizing need. Participate in Person Centered Planning meetings with Clinical treatment team and external stakeholders. Provide input regarding consumer progress toward treatment plan objectives.

_____ Communicates appropriately and accurately in writing and orally with pertinent resident information regarding progress made towards treatment plan goals. Document all clinical services provided utilizing EMR (Nextstep). Document services timely and accurately; provide billing data to Financial Services Manager (FSM) on a monthly basis per master authorization schedule. Maintain compliance with various stakeholders and accreditation. Complete clinical chart audits quarterly.

_____ Respond and assists in Crisis situations as needed and/or emergency treatment in an appropriate manner. Available after hours for consumer crisis and/or de-escalation of crisis situations. Available for rotating “on call” with other members of the Clinical Team.

_____ Provide clinical support and feedback to Direct Care Staff, Clinical Team and Managers based on best practices in the field. Provide staff with feedback regarding interventions used with consumers and answers questions pertaining to consumer treatment plans or problems with challenging behavior. Actively provides positive role modeling to Direct Care Staff. Participate in Cottage Staff Meetings or other staff meetings to educate and provide clinical insight and perspective.

_____ Therapist/Case Manager may Develop, Request, Implement, Train Staff and Monitor Behavior Support Plans. Depending on credentials and qualifications, may be responsible for any or all of these duties. This includes ensuring that plans are being followed, documented with fidelity and reporting to external stakeholders when appropriate on a monthly or quarterly basis.

_____ Creates calendar/schedule appointments for consumers while collaborating with the operations team (Program Manager/Director, Clinical Support Assistant) to ensure that the consumer’s services and supports are adequately coordinated and transportation, staffing is pre-arranged. Ensures complete and timely communication to clinical team when appointments, outings, special events and/or LOAs are scheduled.

_____ Management of Resident Personal Funds. Assist consumer with budgeting personal funds to include addressing their goals. Communicate with internal and external stakeholders to assure personal funds are made available by external conservator/payee, Social Security, etc. Shares responsibility with supervisor to reconcile all program related funds ledger (Resident Funds Part II) on a monthly basis to ensure accuracy of transactions. Obtain resident signatures on all financial ledgers at time of transaction.

_____ Able to meet and maintain monthly and quarterly Therapist/Case Manager Performance Indicators related to Accessibility, Efficiency and Effectiveness,

Annual Evaluation Summary

_____ **TOTAL** of all above rated items / divide by **12** (number of items) = _____ **Average Rating**
Average Rating Score _____ / **divided by 5** = **Total Percentage** _____%

Comments:

I have read and understand the job description and requirements, as outlined above.

Employee Signature

Date

Upcoming Goals/Objectives and/or Performance Improvement Plan

- *Please Check if this is a Performance Improvement Plan*
- *If PIP, Date to be re-evaluated* _____

GOALS FOR UPCOMING YEAR

Expected Completion Date:

1.	
2.	
3.	

Therapist/Case Manager Signature

Date

Program Director or DO/Administrator Signature

Date

Employee Comments:

Created 6/12/2017 DSA