JOB DESCRIPTION

Title: Clinical Team Leader
Classification: Senior Clinical Specialist III
FTE: 100%
Emergency Services/Crisis Stabilization Unit – Recovery House

Job Summary:
The Clinical Team Leader (TL) is responsible for providing professional clinical and supervisory services to diverse populations served by JMHC. The TL provides culturally competent, recovery focused, trauma informed supervision to the consumers and staff in their care. Services provided to consumers may include treatment planning, case management, and empathic support. Primary duties will focus on: clinical supervision of, and consultation with Recovery House staff, administrative oversight of a multidisciplinary treatment team, program development, as well as providing back up support for the other crisis stabilization team leader. Providing risk assessments, fee setting for AFH placements, crisis planning, referrals for on-going care, and documentation are also duties included in the TL position. The TL will be under the direct supervision of the Clinical Team Managers within the Emergency Services Unit.

Qualifications:
- WI state Licensure as an LMFT, LCSW, or LPC
- Current Certification or willingness to pursue AODA Certification
- Clinical experience with adults and families dealing with acute mental health and substance abuse challenges
- Clinical Experience working in an inpatient mental health/substance abuse treatment setting
- Meets relevant state licensing requirements for billable services and clinical supervision for psychotherapy and AODA services
- Demonstrated commitment to providing culturally competent services relevant to the diverse and unique needs, experiences, and perspectives of each client and staff being supervised.
- Demonstrated commitment to recovery focused principles, and provision of trauma informed services
- Experience providing emergency services for people in an acute mental health crisis, as well as supervising the staff providing direct crisis stabilization/crisis resolution services
- Ability to provide supervision to a multidisciplinary treatment team
- Strong organizational and leadership skills and the ability to assist supervisees in the development of organizational skills
- Superior oral and written communication skills
Comfortable working both in an office or community setting such as hospitals, homes, CBRF’s in addition to doing community interventions with police as needed.

Valid Drivers License

Preferred Qualifications:

- Experience providing services within a hospital or community based residential facility
- 3+ years of supervisory experience
- Experience working with Consumer Service Providers (Peer Support Staff)
- Working knowledge of HFS 34
- Spanish fluency

Responsibilities:

- Clinical supervision, consultation, for clinical team members through continuing education opportunities, case review, staff meetings
- Negotiating contracts for adult family home (AFH) placements providing crisis stabilization services
- Review and managing AFH budget with the assistance of ESU Manager and County Contract Manager.
- Communicate with JMHC accounting department to coordinate County refunds or overpayments.
- Coordinate with Conditional Release Coordinator of all CR-funded placements.
- Reviewing crisis response plans for CBRF’s and AFH’s
- Performance Reviews
- Clinical Supervision of individual who provides weekly supervision to designated AFH’s and CBRFs
- Oversight of daily operations at Recovery House
- Review and assist in clinical documentation of consumers involved with crisis stabilization services
- Ensure that all organization, county, state and CARF guidelines and mandates are met in a timely and efficient manner
- Assist with/facilitate coordination of the programs clinical services in addition to providing referrals for ongoing support to other JMHC programs, as well as making referrals to outside agencies that are able to provide ongoing support for consumers

Administrative Leadership:

- Review Clinical Notes and Billing documentation to ensure that it includes all information needed for state county and MA billing requirements.
- Maintain positive working relationships with other community organizations
- Participate in, and provide leadership during staff meetings, training programs, and other designated functions including development of new programming and fundraising
• Assist clinical team manager with recruiting, hiring, training and evaluation of staff under your supervision
• Approve and monitor scheduling, time-off requests, training requests
• Monitor and ensure that staff are meeting service expectations
• Participate in meetings, committees and projects as assigned by clinical team manager
• Directly communicate with the RH landlord to ensure that the facility is able to meet the needs of consumers utilizing the services

Provision of Clinical Services:
• Assess clients as needed for placement at Recovery House, Crisis Homes, and Adult Family Homes.
• Develop Crisis Response Plans in accordance with MA regulations. Response plans will target maximizing psychiatric stability, and independence within a community setting.
• Provide a range of clinical services including but not limited to risk assessments, crisis planning, and treatment planning while focusing on supporting the consumer’s family, support network, culture, values and perspectives.
• Complete accurate clinical records in a timely manner, for all services provided
• Attend weekly staffing, consultation, and other clinical meetings as assigned

General Duties:
• Work to improve personal cultural competence and the cultural competence of staff
• Strive for meaningful consumer involvement in the unit’s services
• Attend all required meetings with the exception of when you are using earned time
• Attend all JMHC in-service trainings except when using personal earned time
• Participate in the training of students, other trainees, volunteers, and psychiatric residents.
• Other duties as assigned by supervisor