

Anesis Therapy



JOB DUTIES DESCRIPTION

To review with new hires and sign. Copy for staff and copy to be placed in the staff's HR folder.

Job Title:	CCS Service Facilitator
Department/Location:	Anesis Northside Location
Reports to:	CCS Director and CC Coordinator
Fair Labor Standards Act Status (FLSA):	Exempt
Employment Status:	Full-Time/Salaried
Last revision Date:	6/24/21

OVERALL JOB SUMMARY:

Under the supervision of the CCS Service Director, this Comprehensive Community Services (CCS) Service Facilitator will work to provide a wide array of case management services including assessment, service planning, service facilitation/delivery, and associated supportive activities to CCS consumers within Anesis. Comprehensive Community Services (CCS) is a program that helps individuals of all ages achieve their highest level of independence by providing supports that address their unique needs related to mental health and/or substance use. The CCS program is intended to assist individuals who are in need of care outside of inpatient settings, but who may have ongoing needs that, if left unaddressed, could result in hospitalizations during times of crisis.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES OF EMPLOYEES WORKING AS SERVICE FACILITATORS AT ANESIS:

Orientation

1. Complete all required New staff paperwork requests including all background check requirements by initial start date.
2. Complete all CCS and Anesis required orientation and training including those that are self paced, in person and offered in other settings.
3. Completion of CCS provider orientation checklist and provide required documentation per checklist requirements within 3 months of CCS enrollment.

Case management and Documentation

4. Engage with clients to build rapport while using an ethical, strengths-based, and recovery-oriented approach and complete and submit thorough assessments which focus on the clients unique perspective along with updates every 6-12 months.
5. Develop/create detailed and comprehensive Recovery Plans within 30-days of intake and every 6 months or as needed.
6. Maintains clients' records by reviewing case notes; logging events and progress and ensure that services are in coordination with recovery plans and are being delivered in an appropriate and timely manner.
7. Sign and submit all clinical notes and documentation within 48 hours of consumer contact.
8. Revise clinical notes as required by the clinical supervisor within 24 hours of notice of the need to revise clinical notes.
9. Collaborate with clients and other providers to build strong Recovery Teams, facilitate recovery team meetings, and monitor progress towards goals and outcomes.
10. Work with clients and their Recovery Team to address any concerns about services that are being provided.
11. Prepares clients' discharge by reviewing and amplifying discharge plans; coordinating discharge and post-discharge requirements; orienting and training family members; providing resources as needed.
12. Attend weekly and monthly supervision meetings and other agency wide meetings as informed by CCS Director and Coordinator.
13. Continue ongoing learning through WAFCA offered trainings, Clinic inservices, and information received through CCS about updates.
14. Maintain awareness of new services and resources that may be offered in the community and assist clients with researching this information and utilizing services.
15. Facilitate and provide psychosocial rehabilitative services.
16. Maintain knowledge and ensure compliance with applicable statutes, administrative codes, and agency policies and procedures.
17. Other duties as assigned by Anesis Director, Clinical Director, CCS Director and Coordinator.

Education Requirement Minimum and Preferred

Bachelor's Degree in a field related to human services, psychology, social work or related behavioral health field. Minimum of one (1) year of experience working with people living with mental illness or substance use disorder. Possession of valid Driver's License and access to personal transportation. Position requires an understanding of CCS philosophy and person-centered treatment practices.

Additional requirements:

Applicants must demonstrate an ability to work with BIPOC individuals or families and communicate effectively verbally and in writing. Applicants must have a valid driver's license, a vehicle in good working condition, and automobile liability insurance that meets minimum agency requirements. Satisfactory completion of a criminal history background check, including no history of DUI violations.

Skills:

1. Excellent written, verbal communication and documentation skills
2. Ability to work independently and make decisions with minimal direct supervision Demonstrated high level of cultural competence
3. Responsiveness to the needs of consumers on your caseload
4. Ability to resolve conflicts in a manner that supports ongoing working alliance.
5. Ability to maintain records and document case notes daily.

This job description of duties is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.