

# MONTCALM CARE NETWORK

## Home Based Specialist

**Pay Grade:** 11 (less than full license) 12 (full license)

**Status:** Salary, Exempt

I have read my job description and understand the essential functions. Name: _____ Date: _____
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## General Summary

Under the supervision of the Children's Services Manager, provides early intervention and outreach services to families with at risk children ages 0-17. Infants/toddlers must be identified at risk for psycho-social problems due to poor attachment with parents and children must be diagnosed as with serious emotional disturbances. Treatment focuses on preventing out of home placements, promoting healthy relationships between parents and children, and providing supportive services to enhance family functioning. Services are guided by the family centered plan of care and provided in the natural family environment, school or other community location. Promotes mental health recovery, wellness, and full participation within the community for consumers in a manner where practice is trauma informed, co-occurring capable, person/family centered and integrated with other health care providers.

## Essential Functions

1. Performs initial assessments including diagnostic interviewing and obtaining personal, family, social, emotional, and medical information. Provides treatment recommendations to the clients and/or family.
2. Coordinates development of family centered plans for assigned clients with client/family input and involvement.
3. Delivers clinical in-home intervention services to a caseload of 12-15 families with children ages 0-17. Interventions include care management, therapeutic intervention utilizing various treatment modalities, parenting and individual skill enhancement, psychoeducation, and development of stable networks of support systems.
4. Collaborates and consults with professional peers as appropriate and within the Mental Health Code guidelines, to meet the needs of the client/child/family. Contacts community systems such as the MDHHS, the Mid-Michigan District Health Department, Project Find, local schools, physicians or members of the legal system to coordinate client services, advocate regarding client's rights, and to make referrals.
5. Monitors implementation of the family-centered plan for each assigned family. This includes revising or developing goals, monitoring progress in objective attainment, maintaining regular case records including annual assessments, financial updates, and quarterly status

- reports, doing closing summaries or transfers and meeting the DHHS, agency and third party requirements.
6. Refers and advocates for basic needs, medical, psychological needs, and as necessary, safety financial, social security, education, employment and transportation needs.
  7. Establishes crisis plans and responds to client requests for mental health coaching or emergency counseling by phone or face to face as determined by the person/family centered plan.
  8. Enhances community understanding and acceptance of the mentally ill and promotes mental wellness by community presentations to civic and community agencies, and other interested groups, such as schools.
  9. Ensures that clinical documentation regarding family is kept secure and confidential consistent with MDHHS and agency policies and procedures.
  10. Complies with recipient rights reporting requirements established by the Mental Health Code and agency procedures.
  11. Serves as part of an emergency services team providing 24 hour crisis intervention to Montcalm County residents.
  12. Must participate in a minimum of 24 hours of annual training related to the treatment of children and families and/or relevant to the population served.
  13. This position will be knowledgeable about and actively support: 1) culturally competent recovery based practices; 2) person centered planning as a shared decision making process with the individual, who defines his/her life goals and is assisted in developing a unique path toward those goals; and, 3) a trauma informed culture of safety to aid consumers in the recovery process.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **Employment Qualifications**

**Education:** Possession of a Master's Degree in Social Work, Nursing, Psychology or a related social services field.

**Experience:** One year of experience in a mental health related field in the examination, evaluation, and treatment of minors and their families. May need experience and training in one or more of the identified Specialty population: children with SED, persons with DD, adults with SMI, the elderly, persons with co-occurring substance use disorders or complex medical conditions.

**Other Requirements:** Licensure or limited licensure as a Social Worker, Counselor, Limited License Psychologist by the State of Michigan. Must be a Qualified Mental Health Professional and

Qualified Children's Mental Health Professional or supervised by an individual with this credential. May need an Infant Mental Health Endorsement if serving the 0-3 population.

Possession of a valid State of Michigan driver's license and State of Michigan chauffeur's license.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to operate an automobile.
- Walks over uneven terrain and climbs stairs to access clients at various locations throughout the area.
- Bends and stoops to access files to place and retrieve documents.
- Ability to enter and retrieve data in a computer.

**Working Conditions:** Stressful conditions are regularly encountered. These include interactions with mental health consumers and with citizens, community representatives, staff and co-workers who are experiencing or dealing with crisis situations. It also includes rapidly altering work assignments and a variety of work locations in the community including private residences and other uncontrolled environments. Work hours and schedules may vary and may include overtime, and evening, weekend and holiday hours on-call or other hours that are outside of regular work hours.

## Competency Checklist Clinical Staff

Position: Home Based Specialist

### Populations Served

SMI    DD    Child/Adol.    Geriatric    SUD    Integrated Health

Competency	N/A	Met	Developing*
Knowledge of stages of growth and development			
Ability to complete elements of a psychosocial assessment			
Ability to complete Mental Status Exam			
Knowledge/skills in diagnosing based on current DSM			
Ability to develop integrated treatment plans			
Knowledge/skills in crisis intervention			
Skills in management/intervention of aggressive, self- harm, suicidal behaviors			
Knowledge of trauma and impact on behaviors and functioning			
Basic knowledge of psychotropic medication and risk factors			
Knowledge of co-occurring substance use disorders			
Knowledge of the principles of Gentle Teaching			
Knowledge of chronic health conditions inter-relationship with mental health disorders			
Knows the principles of behaviorism			
Ability to apply motivational strategies in a stage wise manner to interventions			
Ability to apply Cognitive Behavioral strategies to interventions			
Ability to teach coping, self-regulations, self-management, and parenting skills as population appropriate			
Ability to communicate clinical information to individuals and groups			
Knowledge of community resources			
Skill set in care management and coordination with community providers			
Possess communication skills or options for nonverbal individuals or those with limited English proficiency**			
Understanding of Cultural Competence Standards and Person centered principals and requirements**			
Knowledge of Mental Health Code			
Knowledge of Recipient Rights**			
Infection Control**			
Fire safety, security and disaster response**			
Knowledge in use of electronic health records and confidential management of health information, HIPPA**			

\*\*Requires completion of agency or Essential Learning training

\*Developing competencies are addressed in the Staff Development Plan