

# MONTCALM CARE NETWORKS

## Wraparound/SED Waiver 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: \_\_\_\_\_

## **General Summary**

Under the supervision of the Children's Services Manager, responsible for providing intensive care coordination for children with serious emotional disturbances involved with multiple community systems. This is a strength based approach to identifying family resources, supports and needs to provide highly coordinated care among all treatment providers and natural support systems. A family team works together to assist the family in setting goals and accomplishing tasks with the Wraparound Specialist facilitating the process. Services are provided in a community setting. 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. Facilitates development of a Wraparound Plan utilizing Family Center Planning, Family-Driven and Youth Guided Care principles with the child/youth, family and family team.
2. Completes a strength based assessment of child/family needs addressing mental health, substance use, economic, education, employment, safety, health, community and natural support systems.
3. Monitors implementation of the Wraparound 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, periodic status reports, closing summaries or transfers and meeting the Michigan Department of Community Health (MDCH), agency and third party requirements.
4. Coordinates services and completes collateral contacts with all involved agency personnel, natural supports, and community providers as defined by the established Wraparound Plan.
5. Coordinates supportive services in the area of housing, legal, clothing, medical/psychological care, social security, utilities, education, transportation, employment, safety, and recreation for clients.
6. Applying families for SED Waiver services and assisting in providing all necessary documentation to the MDHHS and PIHP to access services. Ensuring timely completion of SED Waiver renewal process. Entering and maintaining current information in the WSA

system.

7. Ensuring collaboration with local DHHS to facilitate foster care families enrolled with the SED Waiver receive support benefits.
8. Assisting with the identification and recruitment of SED Waiver providers for therapeutic foster care, therapeutic camps, recreational and art therapies.
9. Establishes crisis plans and responds to client requests for mental health coaching or emergency counseling by phone or face to face as determined by Wraparound Plan.
10. Teaches and enhances the skills sets of children/families in the management of mental illness symptomology, behavioral dysregulation, parenting skills, and chronic disease process to promote wellness and recovery. Utilizes health coaching and motivational strategies.
11. Teaches and enhances the supportive skills set and knowledge base of family, support systems, and community including school systems in order to maximize the wellness, recovery, and age appropriate independence of individual child/adolescent.
12. Established, maintains, and informs the Community Wraparound Team to ensure referrals, requests for funds, and status reports are presented to the team for review as required in Medicaid guidelines. Guides the Community Team in evaluating services gaps.
13. Ensures transitioning planning for child/youth and families exiting Wraparound services.
14. Participates in Wraparound fidelity reviews and program evaluations as required by Medicaid guidelines, accrediting bodies and agency QI systems.
15. 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.
16. Collaborates and consults with professional peers as appropriate and within the Michigan Mental Health Code guidelines, to meet the needs of the client/child/family. Contacts community systems such as the Department of Human Services, 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.
17. Maintains current understanding of the rules and regulation regarding benefits available to children and families under specialty programs including Habilitation Waiver, Family Support Subsidy, Wraparound, Autism, and other Medicaid entitlement services through the MDCH.
18. Maintains complete and detailed case records consistent with MDCH standards, agency procedures, and requirements of third party funding sources.
19. Ensures that clinical documentation regarding family is kept secure and confidential consistent with MDCH and the Montcalm Care Network's policies and procedures.

20. Complies with recipient rights reporting requirements established by the Michigan Mental Health Code and procedures of the Montcalm Care Network's Board.
21. Serves as part of an emergency services team providing 24 hour crisis intervention to Montcalm County residents.
22. 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 including required annual Wraparound Trainings.
23. 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, Sociology, Psychology or a related social services field.

**Experience:** One year of professional experience in a mental health agency. May need experience in a 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, mental retardation, and children's mental health professional or supervised by individual with these credentials.

Possession of a valid State of Michigan driver's license and a 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: Wraparound 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