

LAUREL HILL CENTER JOB DESCRIPTION

JOB TITLE:	ACT Team Lead	HOURS:	Full-time
CLASSIFICATION:	Team Leader	FLSA STATUS:	Exempt
SUPERVISOR:	Intensive Service Supervisor	BENEFITS ELIGIBLE:	Yes
PAY RANGE:	2021 R8	PTO/HOLIDAYS:	Standard

DESCRIPTION OF POSITION:

The Assertive Community Treatment (ACT) Team Leader provides training, supervision, and support to a multi-disciplinary service team to ensure Laurel Hill Center's mission, evidence-based practices, and state and federal Medicaid standards are integrated into effective recovery-based services for people with serious mental illness.

ESSENTIAL JOB FUNCTIONS:

- Supervise ACT staff, including hiring and training, tracking supervision and training, conducting annual performance appraisals, following policies and procedures, maintaining a healthy and safe working environment, and completing corrective actions including work plans and termination recommendations
- Facilitate daily team meetings to ensure clients receive medically necessary services
- Provide individual and group supervision to team members utilizing the Assertive Community Treatment Model and strength's-based group supervision
- 50% of time is dedicated to individual counseling, crisis intervention, case management, and other direct service to participants
- Responsible for screening, coordination and determination of ACT referrals from community partners, state hospital, and acute care providers
- Coordinate client access to team services by completing the initial mental health assessment, annual mental health assessments, service plans, and other required documentation within 7 calendar days
- Administrative and clinical oversight of the ACT after-hours crisis line

KNOWLEDGE AND ABILITIES:

- Able to communicate appropriately with staff and clients, including individuals with severe mental health symptoms
- Experience working with multiple agencies and various populations
- Able to provide supportive, professional, and appropriate services to individuals
- Able to manage staff requests and needs
- Able to manage workload
- Able to follow and manage scheduled commitments
- Able to use mobile technology, computers, and standard office equipment
- Able to enter clinical documentation into an electronic health record system.
- Able to multi task and complete a variety of tasks each day (e.g. phone calls, outreach, referrals, EHR documentation, etc.
- Able to work independently as well as a member of a collaborative team
- Able to be a resource for others and work with providers in the community, as well as knowledge of community resources.
- Able to effectively engage clients by telephone or in person.
- Knowledge of HIPAA confidentiality requirements as they relate to health care and, specifically, behavioral health.

- Able to offer understanding and respond effectively and with sensitivity to special populations, such as those defined by race, ethnicity, language, age, sex, sexual orientation, economic standing, disability, migrant and seasonal worker status, homelessness, people living with HIV/AIDS, and others.
- Able to follow policies and procedures
- Able to meet Universal Expectations of Employment
- Able to perform physical requirements of the position, including lifting up to 20 pounds, standing, sitting, bending, kneeling, crouching, reaching, grasping, using fingers, tolerating strong odors, speaking, repetitive motion, extensive use of computer, local travel

MINIMUM REQUIREMENTS:

- Current certification as a Qualified Mental Health Professional (QMHP) through the Mental Health Addiction Certification Board of Oregon (MHACBO)
OR
- Current licensure as LPC, LMFT, or LCSW
- Two years' experience working with people with serious mental illness
- Valid Oregon Driver's License in accordance with Laurel Hill Center vehicle use policy and procedures
- Documentation of successful completion of a background and fingerprint check as specified by Oregon law, as well as a urinalysis drug screen

PREFERRED EXPERIENCE:

- Administrative supervision of employees
- Experience with ACT model

Disclaimer: This job description indicates the general nature and level of work performed by employees within this position and is subject to change. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications required of employees assigned to this position. Employment remains AT-WILL at all times.

Founded in 1972, Laurel Hill Center is a non-profit organization. Its mission is to help people with psychiatric disabilities make choices and acquire skills that increase their self-reliance and ability to live and work in the community. Laurel Hill Center serves nearly 600 Lane County adults annually.

Laurel Hill Center is an Equal Opportunity Employer. Qualified candidates will receive consideration for employment without regard to race, color, religion, gender, or national origin.

Laurel Hill Center
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Staff Signature: _____

Date: _____