

CHOICES

JOB DESCRIPTION

JOB TITLE:	HOUSING FIRST ACT TEAM LEADER
REPORTS TO:	Executive Director
SUPERVISES:	Housing First ACT Staff
DESCRIPTION STATUS:	Exempt
SALARY:	DOE
HOURS:	Full time, M-F, 9am – 5pm

POSITION SUMMARY

The **ACT Team Leader** is responsible for the daily operation and clinical supervision of a trans-disciplinary Assertive Community Treatment (ACT) team and the development and oversight of a program sufficiently flexible and dynamic to meet the needs of those individuals who have psychiatric disabilities and substance abuse issues who have not been well served or have been unable to access traditional mental health programs. The ACT Team Leader provides supervision for all ACT Staff and is responsible for assuring that the CHOICES agency values and philosophy of consumer choice; harm reduction and respectful concern are expressed in all aspects of team practice. The ACT Team Leader maintains oversight to ensure that client self identified goals for recovery; rehabilitation and community integration are supported by appropriate services and best practices. Examples of services and responsibilities are listed below.

ESSENTIAL JOB FUNCTIONS:

(Responsibilities, Accountabilities, and Competencies; May not include all duties of this job)

A. JOB DUTIES

1. Maintain an ACT Team comprised of professional, para-professional and support staff
2. Maintain ACT core policies, practices and services
3. Supervise compliance with all accreditation, certification and regulatory standards with assistance from the Executive Director as needed
4. Train, supervise and evaluate the multi-disciplinary team with assistance from the Lead Mental Health Clinician
5. Plan and implement all client services, in collaboration with the transdisciplinary team.
6. Oversee that data for written reports requested by city, state, and / or federal funding sources is completed
7. Supervise electronic and written record-keeping activities, e.g databases, on-call logs, incident reports, progress notes and client charts.
8. Coordinate services of ACT team and CHOICES with other inpatient and outpatient community treatment, support and social services; Develop services for unmet needs.
9. Establish operational procedures and monitor client visits and van assignments

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10. Provide direct services to clients; primarily admissions and therapeutic interventions as needed
11. Weekly check in with staff on needed screening tools, assessments, and documentation needing to be completed
12. Perform other related work as assigned

B. CORE VALUES

Demonstrate personal and interpersonal qualities that support the core values and mission of CHOICES, Inc. and the Peer Bridger Program. Have an unwavering belief in the power and possibility of recovery and absolutely believe that all individuals can lead full, rich and productive lives.

MISSION: Consumers having ownership in creating effective services (CHOICES)

PRINCIPLES OF RECOVERY:

Recovery is holistic, embraces culture, supported by peers, self-directed, springs from hope, and is a reality.

Rehabilitation services are person-centered, involve family and friends, anchored in the community, strength-based, use peer supports and honor partnerships.

CORE VALUES: Services are flexible, comprehensive, wellness driven and effective

REQUIRED ESSENTIAL JOB QUALIFICATIONS:

1. Graduate degree in a clinical specialty (i.e. social work, nursing, psychology, psychiatry, rehabilitation counseling) from an accredited university.
2. Patience, creativity, flexibility, compassion, and sensitivity to persons with disabilities and other minority populations.
3. Five (5) years post graduate experience, including three (3) years supervisory experience preferred
4. Responsible, organized and efficient.
5. Excellent interpersonal, communication and writing skills, as well as computer literacy.
6. Previous experience in case management/counseling of people with psychiatric disabilities, histories of substance abuse and/or trauma.
7. Knowledge with Microsoft Suite and Outlook
8. Knowledge of AKAIMS preferred, but not required
9. Must have negative TB results
10. Must pass extensive state and federal background check
11. Must have valid AK drivers license with clean driving record for last 5 years
12. Supervisory experience.

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This Job Description reflects CHOICES, Inc.'s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Printed Name: _____ Date: _____

Employee Signature: _____ SSN: _____

IN AN 8 HOUR WORKDAY, THIS JOB REQUIRES:

N = NEVER	(0 hours per day)
R = RARELY	(less than 1/2 hours per day)
O = OCCASIONALLY	(1/2 to 2.5 hours per day)
F = FREQUENTLY	(2.5 to 5.5 hours per day)
C = CONTINUALLY	(5.5 to 8 hours per day)

WORKING CONDITIONS/ENVIRONMENT

I. LIFTING/CARRYING (Amount of force exerted to lift and/or carry)

1 - 10 lbs.	F
11 - 20 lbs.	O
21 - 35 lbs.	R
36 - 50 lbs.	N
51 - 75 lbs.	N
76 - 100 lbs.	N

II. PUSHING/PULLING (Amount of force exerted to push and/or pull)

1 - 10 lbs.	F
11 - 20 lbs.	O
21 - 35 lbs.	R
36 - 50 lbs.	N
51 - 75 lbs.	N
76 - 100 lbs.	N

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III. POSTURES/MOVEMENTS

Sitting	C
Standing	F
Walking	F
Stooping, kneeling, crouching and/or crawling	O
Reaching and /or grasping	O
Hand/finger dexterity	C
Climbing and/or balancing	N
Carrying, pushing and/or pulling	O

IV. COGNITIVE/SENSITIVE

Talking	C
Hearing	C
Sight (Addendum: acuity, color..)	C
Smelling/tasting	O

OCCUPATIONAL ASPECTS

A. WORK ENVIRONMENT

Working Inside	C
Working Outside	O
Changing Temperatures	F
Wet/Humid Conditions	N
Areas of dust, odors, mist, gases or other airborne matter	N
Mechanical, electrical and/or other hazards	N
Confined Spaces	N

B. OTHER ASPECTS

Infectious Agents	N
Chemicals	O

C. Special Equipment/Clothing

Special Equipment or Clothing	R
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The above is intended to describe the general content of, and requirements for, the performance of this job. It is not intended to be construed as an exhaustive statement of duties, responsibilities or requirement.