Job Description

Job Title: Team Leader – LCSW/LMSW

Reports to: Director of Clinical Services

Overview: The Nathaniel ACT ATI Team, based in Manhattan, provides non-traditional community based mental health treatment to promote the recovery and community integration of individuals with serious mental illnesses and co-occurring substance use disorders who are participating in alternative to incarceration (ATI) services. Our consumers are convicted of felony crimes and the ACT team facilitates their successful community reintegration and recovery from harmful behaviors. The Team Leader directs and supervises ACT staff activities, leads organizational, clinical and service planning meetings and coordinates administrative functions. In collaboration with the ACT psychiatrist provides clinical direction to staff. The Team Leader ensures the team meets its performance outcomes as defined by NYS Office of Mental Health licensing standards, NYC Department of Health and Mental Hygiene (DOHMH) contracting standards and pass through federal Project for Assistance in Transition from Homelessness (PATH) funding, and criminal justice performance measures. Working in collaboration with the psychiatrist and the ACT staff ensures the effective clinical and administrative operation of the team to promote treatment and supervision of ACT alternative-to-incarceration recipients. The leadership results in effective treatment and rehabilitation services to reduce episodes of harmful outcomes such as use of ERs, medical and psychiatric inpatient beds, arrests and incarceration for program consumers. The team leader guides the team to deliver positive behavioral health, social and individual consumer outcomes such as consumer participation in education, competitive employment, and family and social relationships.

Responsibilities:

- Oversee the clinical and administrative operations of the ACT Team and reports on activities to the Directors of Adult Behavioral Services;
- Ensure the timely flow of activities to meet ACT core operating principles and goals;
- Ensure effective community supervision is integrated into ACT treatment and rehabilitation services;
• Oversee coordination of Alternative to Incarceration services;
• Provides regular clinical supervision for team members;
• Allocate time to deliver consumer services as a member of the clinical team, including direct work with staff in the community;
• Complete assessments, progress notes, and collect significant data;
• Oversee team incident reporting procedures and ensure team adheres to IRC policy and procedures and follows recommendations and guidance of the IRC;
• Coordinate Assisted Outpatient Treatment (AOT) reporting and communication, and ensure 100% compliance;
• Lead the daily organizational meetings and weekly service planning meetings;
• Train, supervise, and evaluate ACT staff;
• Conduct utilization review and quality assurance reviews to ensure that the ACT team operates in compliance with New York State Office of Mental Health guidelines and regulations and New York City Department of Health and Mental Hygiene operating standards;
• Supervise electronic charting in accordance with confidentiality regulations;
• Provide in-service training and promote staff development to ensure that staff have ACT core competencies and ability to integrate effective community supervision responses;
• Promote integration of risk assessment and effective responses to reduce risk factors for recidivism and effective responses to reduce risk factors for harmful outcomes including arrest and incarceration, substance abuse, public disturbance, self-harming behaviors, ER visits, and medical and psychiatric hospitalization;
• Oversee, coordinate and provide on call 24-hour crisis consultation;
• Coordinate CAIRS reporting and compliance with other reporting as required by OMH and DOHMH;
• Coordinate collaboration and reporting with Health Homes;
• Coordinate Medicaid billing using electronic medical record to select billable progress notes and ensure team achieves billing targets defined by program budget;
• Ensure all eligible consumers have active Medicaid;
• Coordinate, in collaboration with medical staff, oversight of medication management systems, billing, storage and ordering
• Guide the team in effective use of service dollars to support consumer service plan goals and needs;
• Ensure that team is meeting performance measures of ATI contracts;
• Oversight of ACT ATI intakes and discharges;
• Supervise Court Liaison and review court reporting procedures and ensure ATI services are integrated into ACT program operations;
• Completion of monthly reporting and quarterly reporting of ATI performance measures and activities as required by State and City ATI contracts;
• Oversee PATH activities and reporting requirements;
• Authorize: time sheets, ordering of supplies, vacation requests and related administrative needs to maintain the smooth operation of the team; and
• Provide culturally competent services in accordance with CASES policies
• Perform other duties as required by Deputy Director and executive staff.

Qualifications:

• LCSW/LMSW or Master’s degree in psychology or related field, with professional NYS clinical license;
• At least three years of experience providing services to adults with serious mental illness;
• Experience working in community mental health settings that provides services to recipients in-vivo in the community;
• At least two years of experience working on a multidisciplinary team;
• Knowledge of the criminal justice system, court processes and alternative to incarceration services; and
• Spanish speaking a plus.

Salary: commensurate with experience. 35-hour week with excellent benefits

How to apply: E-mail cover letter and resume in Word or PDF format to bjacobs@cases.org. Please list the title of the position you are applying for in the subject line. No phone calls please. Only applicants selected for interviews will be contacted.

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