Sanilac County Community Mental Health Authority
227 E. Sanilac
Sandusky, MI 48471
810-648-0330

Position: Clinician/Care Manager (Union)

Position code: 26-45

Position Location: All Sites

Current Work hours: 40 HRS/WK

Compensation Range: $31.84/HR-$37.70/HR;

Annualized: $66,219.38-$78,414.34

Full professional license enhancement: $1.00; SUD License Enhancement: $0.50
Full professional license enhancement & SUD License enhancement: $1.50

Position Dates: ASAP

Supervisor: Clinical Supervisor

Date Position Posted: 7/9/2026

Internal Deadline: 7/15/2026

Requirements: Candidates/Employees are required to have a Masters Degree in Human Services Field from an accredited school with licensure as a LMSW, LLMSW preferred. Required: TLLP, LLP, LP, LPC OR LLPC.. Candidates/Employee must also qualify as QMHP, QMRP or CMHP where appropriate for population being served and are required to hold a SUD license. Staff may comply with this requirement by applying for a MCBAP Plan within 60 days of hire, scheduling their test for SUD licensure or becoming fully licensed as an SUD provider.

Testing Requirements: Critical Thinking

All internal and external job applicants are required to use UltiPro to apply for this position. Please see the Sanilac County CMH website at www.sanilaccmh.org and click on "Employment".

Sanilac County Community Mental Health Authority
227 E. Sanilac
Sandusky, MI 48471
810-648-0330

JOB DESCRIPTION

Job Title:	Clinician/Care Manager
Department:	MI Services/Children's Services
Location:	Adult Outpatient, Childrens Outpatient, Home Based, ACT
Supervisor:	Clinical Supervisor
Classification:	Eight (8)
Prepared Date:	2/7/2012
Reviewed By HR:	06/18/2015, 12/01/2015, 12/01/2016, 12/01/2017, 12/01/2018, 12/02/2019, 10/15/2020, 3/8/2022, 10/24/22, 12/27/2022, 6/28/2024, 6/12/2025
Reviewed By Supervisor:	12/20/2019, 10/15/2020, 3/22/2022
Revised By:	Chief Clinical Officer
Revised Date:	2/7/2012, 02/10/2013, 07/11/2014, 12/09/2014, 02/23/2016, 04/05/2017, 06/06/2017, 10/17/2017, 02/21/2018, 12/3/2019, 12/20/2019, 1/27/2021, 10/24/2022, 12/21/2023, 4/22/2024, 2/21/2025, 7/14/2025, 7/29/2025, 11/14/2025

SUMMARY

This position provides intensive therapy and case management assistance/support to individuals/families in need of services provided by MI Services/SED Services. This may include services such as case management, on-call, intakes, crisis management and individual and/or group therapy. This position includes providing support to other county agencies or traveling to individual's homes. This position will perform the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Provide individual, family and group therapy. The clinician develops materials for and provides group therapy rotation as needed.
- Outpatient services caseload maybe be split between children and adults to meet Agency needs.
- Link, monitor, coordinate, and advocate with community agencies to assist the individual in accessing basic needs like housing, medical appointments, employment, and other needs as they arise.
- Participates in evidence-based practices as assigned (TF-CBT, ACT/IDDT/FPE/etc).
- Completes intake assessments and makes referrals for services and programs.
- Gathers and Reviews information such as medical, psychological, and social history contributing to the individual's situation. Evaluates this information to determine the individual's needs and capabilities towards the least restrictive environment and/or services.
- Initiates and coordinates professional assessments according to the presenting problem and relevant standards and is responsible for sharing and presenting assessment/treatment data as authorized and required for implementation and coordination with other agencies, courts and caretaker.
- Maintain agency standards of compliance in the documentation, billing, and other requirements to obtain maximum reimbursement.
- Completes the person-centered plan of service and periodic review of progress, assuring revision as needed, and assuring that the preferences of the individual served are reflected in the individual plan of treatment. Makes direct/indirect contacts in accordance to the person-centered plan with the assigned individuals, and is responsible for assuring the implementation, coordination, and monitoring of the person-centered plan of service in residential, employment, school, and other settings.
- Serves as the primary advocate for assigned individuals, and as the primary liaison with their families, guardians, caretaker and/or their agencies involved in their service network.
- Provides consultation, referral and in-services to staff, caretaker, families and other agencies as needed to meet the specialized needs of individuals served.
- Participates in and assists with placement planning and completes necessary forms and paperwork for placement.
- Provide community outreach to individuals who have a history of hospital recidivism in order to be proactive in preventing crisis situations.
- The clinician participates in after hours on-call participation, crisis intervention during the workday, and other duties as assigned.
- Carry out CCBHC clinical duties as assigned.

- Perform other duties as assigned.

Children's Outpatient Services Clinician/Care Manager

- Staff will complete ADOS-2 assessments for the ABA benefit program, as directed by supervisor.
- Provide services based on the Children's Mobile Crisis Team model to divert inpatient hospitalization for children under 21 years of age.

Children's Home Based Clinician/Care Manager

- Provide services based on the Children's Mobile Crisis Team model to divert inpatient hospitalization for children under 21 years of age.
- Provide family and individual therapy.
- Linking and coordaining of services ex: school, probation, DHHS
- Family psychoeducation
- Staff will participate in BTC committee, as needed for their individuals.

ACT (Therapist) Clinician/Care Manager

- Team clinical lead for clinical consults
- Family and individual therapy
  Staff will participate in BTC committee, as needed for their individuals.

Residential Services Specific Duties

- Will be training staff working in the homes.
- Monitoring AFC home incident report and medication compliance.
- Attend AFC home staff meeting.
- Must be a backup clinical consultant for behavioral issues for staff.
- Behavioral plan development and assessment.
- For individuals requiring specialized, contracted, and other placement services, the Clinician completes and coordinates a residential treatment plan and visits the home at least monthly to monitor progress in the placement setting.
- Review residential progress notes for individuals in specialized placements.

Adult Outpatient Services Clinician/Care Manager:

- Staff will complete appropriate OBRA Assessments and/or provide OBRA coordination as directed by supervisor.
- Must be able to create and implement behavior plans.
- Staff will participate in BTC committee, as needed for their individuals.

Intensive Outpatient Clinician/Care Manager Specific Duties

- Staff will coordinate transition of services from ACT level services to intensive outpatient services.
- Services will be provided at a higher intensity within the office, home, and community to prevent inpatient hospitalization. Intensity of services will be based on individual need.
- Staff will coordinate transition of services from intensive outpatient services to traditional outpatient services when appropriate, while ensuring that the individual is in the least restrictive environment for treatment.
- Provide services in a multi-disciplinary approach with psychiatrist, care manager, peer support specialist, etc. to ensure individuals receive services to meet their individualized needs.

SUD/Integrated Health Clinician/Care Manager Specific Duties

- Facilitate IDDT evidence-based practice.
- Coordinate services with Medication Assisted Treatment programs within the county.
- Link individuals to appropriate community referrals, including SUD self-help groups and inpatient SUD treatment.
- Coordinate services with PCP's within the county to assist in integrated treatment for individuals with comorbid health conditions and SUD diagnoses.
- Educate individuals on the 12-steps.

- Facilitate groups specific to individuals with co-occurring SUD/MH diagnoses.

COMPETENCIES FOR PROFESSIONAL STAFF
Sanilac CMH staff are dedicated to providing services to the community to improve lives. When they see a task that needs to be completed, they step in to assist or are first in line to help the Agency in promoting recovery, discovery, and independence. Each staff member works within their strengths and collaborates with their coworkers so that collectively we are a stronger whole. Staff provide positive feedback and suggestions to improve the quality of care in the Agency. They hold their coworkers, the individuals they serve and the community in high esteem.

To perform the job successfully, an individual should demonstrate the following competencies:

Initiative/Organization/Reasoning:
- Takes initiative and steps in to take on difficult challenges.
- Is a self-starter in attaining job objectives.
- Willing to identify problems and work to resolve them in the early stages.
- Plans and organizes work activities and uses time efficiently.
- Properly organizes and carries out job tasks in a timely manner.
- Know and understands job expectations and is willing to expand job knowledge and skills to be more effective to the Agency and the individuals served.
- Is enthusiastic about the Agency's Mission and is a positive influence for co-workers and individuals served.
- Demonstrates an understanding of and adherence to Agency policies and procedures and is willing to provide suggestions to make policies and procedures more efficient.
- Is willing to think outside of the box while able to make sound decisions and taking actions based on sound reasoning and weighing possible outcomes.

Ethics/Teamwork:
- Consistently treats all people with dignity and respect.
- Demonstrates expected morals and principles.
- Accepts responsibility for actions and follows through on commitments.
- Demonstrates ability and willingness to work cooperatively and effectively as part of a team.
- Willingly acknowledges team members and co-workers' value to your work.

Emotional Intelligence:
- Verbal and written communication is constructive, effective, respectful, and clear.
- Willing to take the time to learn about co-workers' personality so that working together is more effective.
- Willingness to ask questions, listen to others' ideas, and understand how the impact of your work, impacts your co-workers/team.
- Willing/Ability to be cost conscious.
- Staff are expected to learn and understand job functions and carryout tasks in a proficient manner.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS REQUIREMENTS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
- Candidates/Employees are required to have a Masters Degree in Human Services Field from an accredited school with licensure as a LMSW, LLMSW preferred. Required: TLLP, LLP, LP, LPC OR LLPC. LMSW preferred in Adult Outpatient Services.

- Candidates/Employee must also qualify as QMHP, QMRP or CMHP where appropriate for population being served.
- Staff who are hired/transfer after 07.29.2025 are required to hold a SUD license. Staff may comply with this requirement by applying for a MCBAP Plan within 60 days of hire, scheduling their test for SUD licensure or becoming fully licensed as an SUD provider.
- For anyone working with children, they must receive 40 hours of Children's training per calendar year and become a CAFAS rater. A Minimum of one year of experience with examination, evaluation and treatment of SED Children and families is required.
- For Candidate/Employee assessing within the ASD Benefit Program they are required to have been trained in the ADOS-2 or have the relevant experience (1-2 years of experience) to be eligible to apply for the training with in 90 days of hire.
- For Candidate/Employee working within the ASD Benefit Program they are required to have at least 1-2 years of experience working with and treating children with ASD.
- For Candidate/Employee working within the ASD Benefit Program they are required to have knowledge of ABA practices and intervention.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS
To perform this job successfully, an individual should have knowledge of Word Processing software. A typing speed of 45 wpm is recommended for this position.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid Driver' License. Chauffeurs license; if transporting individuals that receive services. CPR/First Aid certified within 3 months of hire.

OTHER SKILLS AND ABILITIES:

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; travel between offices and throughout building, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Sanilac County Community Mental Health Authority
227 E. Sanilac
Sandusky, MI 48471
810-648-0330

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Employee may be required to travel to outside meetings or homes as determined by caseload. While performing some of the duties of this job, the employee will be exposed to outside weather conditions.

Sanilac County CMH embraces an employment environment that promotes recovery and discovery, a person-centered approach to treatment/services, and cultural competence. An employee in this or any position is expected to support the employment environment. This includes having lived experience with behavioral health issues.

Welcome to Sanilac County Community Mental Health

AFSCME Employees

In your orientation, you will find several benefits. You may want to take a moment to review the benefits listed below and costs associated with each of them. You must work over 30 hours per week to be eligible for medical and café benefits. Paid time off accruals are based on hours worked.

Benefit	***Plan***	***Eligibility***	***Contributions per Month***
Medical Insurance POS $1,000/$2,000- 20%	BCN POS Annual Deductibles- In Network- Individual-$1,000/Family- $2,000	First of month following hire date.	$152.13 - Single $317.08- Two Person $417.11 - Family
Medical Insurance BCN HMO $2,000/$4,000	BCN HMO HDHP *H.S.A. Eligible Plan* Annual Deductibles- Single-$2,000/Family- $4,000	First of month following hire date.	$64.87- Single $134.73 - Two Person $178.91 -Family
Medical/Rx Alternate HMO HSA $3400/$6800 **Exchange State Bank-H.S.A Host*	BCN HMO HDHP *H.S.A. Eligible Plan* Annual Deductibles- In Network- Single-$3,300/Family-$6,600	First of month following hire date.	$0.00 - Single $0.00 - Two Person $0.00 - Family
Annuity/Decline Medical Plans	Nationwide 457b	Eligible if waived all medical plans	$233/Month (less Social Security & Medicare taxes)
Dental Insurance	BCBSM Annual Max-$1,500 per member Orthodontics-$1,500-lifetime	First of month following hire date.	$51.22- Single $102.45 - Two Person $179.28 – Family
Vision Insurance	Nation Vision Administrators -NVA	First of month following hire date.	$10.54-Single $18.94-Employee+ Spouse $16.84-Employee+ Child(ren) $27.38-Family
Assurity Voluntary Benefit Options	Multiple plans available for review for employee only and for family members	First of month following hire date.	Costs vary depending on plans purchased.

Sanilac County Community Mental Health Authority
227 E. Sanilac
Sandusky, MI 48471
810-648-0330

Deferred Compensation	Nationwide-457B *same account as your retirement contributions.	Prior to the first of each month.	Set up your own account or $233 (pretax) from medical opt out option
Life Insurance	RELIANCE- $40,000 Policy Automatically if Union member. *Can purchase additional Personal and Dependent/Spouse coverage.	First of month following 1st full month of employment.	Employee Only - $0.00 *Additional Personal and Dependents/ Spouse coverage charges will vary.
Retirement	<u>Nationwide 401(a)-</u> If hired on or after 9/1/2019 the Authority shall contribute an amount equal to three percent (3%) of the employee's base wage. <u>Pension-</u> For Employees hired prior to 09/01/2019, the pension formula will be a two percent (2%) multiplier and the Employer will continue to provide contributions as actuarially determined to insure the financial soundness of the fund.	Vested in the Authority's contributions once thirty-six (36) months of service are completed with the Authority. Vested in the Authority's contributions once eight years of service are completed.	The Authority shall contribute fifty cents ($0.50) to the 401(a) Plan for each dollar ($1.00) an Employee contributes to his or her 457B Plan up to the first four percent (4%) of the employee's base wage. The Authority shall not contribute more than five percent (5%) of the employee's base wage for its total contributions under this section.
Long Term Disability	RELIANCE – 90-day disability waiting period & receive 66 2/3% of your income	First of month following 1st full month of employment.	No cost to employee
PTO	Upon commencement of Employment - 25 days After completion of Three Years of Employment – 30 days After completion of Nine Years of Employment – 35 days After completion of Twelve Years of Employment – 40 days	Accrued bi-weekly at the close of the pay period based on hours worked. 40 hours worked receives full accruals.	If time is used before 3 months and employee leaves, they must repay used portion. See Union Contract.
Holiday Days	14 days per year	Paid upon 1st day with Agency.	If part time, then you receive pay for regularly scheduled days/hours only.
Union	Local 1518	Must be employed for three months to reach Just Cause Status.	Monthly Union Dues - $51.05(F/T- above20 hrs./wk.) - $38.20 (P/T –12 hrs./wk. or more not to exceed 20 hrs.) - $28.85 (Lower P/T- 12hrs. or less/wk.)
Tuition Reimbursement	May be reimbursed up to $5,250 annually. *Requires approval and funding availability limited spaces approved each year / contingent upon funding & Agency need.		-

*Note if you do not need medical insurance, $233.00 per month (less Social Security & Medicare Taxes) will be deposited into an annuity account. You will need to set up the annuity account through Nationwide Retirement.

For time off, it is calculated upon the number of hours worked – to reach the maximum benefit, you must work 40 hours per week.

Sanilac County Community Mental Health Authority
227 E. Sanilac
Sandusky, MI 48471
810-648-0330