**Typical Shift, Weekend Work, Crisis Pool Eligible**

The typical hours for this position are Monday – Friday between the hours of 8:00 a.m. – 5:00 p.m. This position requires on-call hours including nights, weekends, and holidays.

**JOB SUMMARY:**

The Assertive Community Treatment Coordinator is a mid-level management position responsible for the direct daily supervision of the ACT team’s service delivery for severely and persistently mentally ill adults. The Coordinator is responsible for the day-to-day operations of the program, provision of clinical expertise and leadership to the ACT team and providing clinical services to consumers. The ACT Coordinator will provide individual therapy to ACT consumers using agency approved preferred practice and evidenced based models. The ACT Team provides Integrated Dual Disorder Services to eligible consumers of the ACT program and, as such, The ACT Team Coordinator will be designated as an IDDT Team Substance Abuse Specialist. The IDDT Team Substance Abuse Specialist must meet the criteria described in Appendix B of Policy 2.2.10 of the WMCMH Administrative Manual. Services will be provided on and off the program site and may include evening, weekend, and holiday hours. The staff member in this position must be able to be self-directed and function as a team player. The staff member will also be required to work a portion of his/her time in Emergency Services.

**JOB DUTIES:**

1. Team Coordination- Provide coordination of care team to support individualized plan implementation to best meet the needs of each individual person served. Ensure the team’s expertise, skill and experience meet the diverse array of consumer needs. Will monitor and ensure balanced stratification of caseloads. Will utilize relevant data and information to monitor program. Will schedule and allocate team resources where needed.
2. Team Development- Understand and support development of unique competencies of each member of team to maximize integrated care delivery. Complete timely performance appraisals and develop professional developmental goals for the members of the team for applicable team members or provide input as such. Foster team unity and actively monitor overall team wellness.
3. Clinical Team Support/Coordination- Will collaborate with other team coordinators to ensure delivery of fully integrated care for each consumer. Will monitor and support team in communication.
4. Supervision- Will provide regular and on-going supervision to the members of the team which may include Peers, RN Care Managers, Care Managers, Supports Coordinators, Supports Coordinator Assistants, clerical support. Will coordinate regular team meetings. May provide clinical and/or administrative supervision to therapists that adhere to appropriate licensure requirements.
5. Team Standards- Ensure implementation of EBPs and/or best practices that are relevant to team and needs of consumers within team. Will ensure team members understand and consistently adhere to established agency policies and procedures. Will review clinical documents/progress notes on a regular basis per the agency standards.
6. Service Delivery- May provide direct clinical care for the persons served and if applicable, complete required clinical documentation.
7. Organizational Leadership- Will serve as a part of the organization’s overall leadership team and promote and demonstrate a commitment to the organization's mission, vision, values, and care philosophy.
8. Other- As credentialed, will serve on rotation basis as the on-call supervisory rotation for the agency’s crisis service.
9. Provides Supervision for Team Supervised  
   Conducts supervision sessions, performance-monitoring activities, and professional development planning for team members. Completes performance appraisal and competency assessment per agency standards. Effectively addresses disciplinary issues when necessary. The ability to establish measurable performance standards, and to measure actual performance against those standards; the ability to identify necessary competencies and to assess competency; and the knowledge and understanding of basic human resources policies, procedures, laws, regulations, and union contract requirements are vital to this role.

**Clinical supervisors must provide supervision for employees serving special populations outside of their primary populations served.**

1. Manages Program/Department  
   Uses relevant data and information to monitors program/department performance to ensure compliance with program guidelines and/or to ensure department is meeting expectations. Ensures program/department is operating within its budget boundaries. Effectively distributes team member assignments so the program/department is able to meet agency service/productivity expectations. The ability to prioritize workload and delegate appropriately; the knowledge and understanding of, and the ability to reference, the technical information necessary to manage area of responsibility (DCH contract, diagnostic manuals, Eligible Criteria Guidelines, employee handbook, union contract, policies and procedures, etc.); and the ability to collect, analyze and utilize data to make decisions and answer questions, and recognize when a performance improvement opportunity exists are vital to this role.

**QUALIFICATIONS:**

1. Master’s degree in behavioral health related field and associated Michigan Licensure (Social Work, Counseling, Psychology, or MFT). Fully licensed is preferred.
2. In addition, the individual is required to obtain certification for one of the following: Certified Alcohol and Drug Counselor, Certified Advanced Alcohol and Drug Counselor, or a Certified Co-Occurring Disorders Professional – Diplomate through the Michigan Certification Board for Addiction Professionals (MCBAP) or enter into a developmental plan to obtain certification following the requirements of MCBAP. If not in a profession listed above, the individual must have been grandfathered into the position by MDCH prior to 1/1/08 or provided with a waiver specific to the individual and the position by MDCH
3. Must be a Mental Health Professional (MHP) or must be eligible to obtain the designation.
4. Must have graduate training or postgraduate work experience in the field of severe psychiatric disorders. Two years of experience is preferred.
5. Minimum of three years’ experience in direct service to individuals with severe and persistent mental illness and/or I/DD, and/or substance use disorders.
6. Prefer previous behavioral health supervisory experience.
7. Must be credentialed and privileged to practice at WMCMH by the Executive Committee of the Clinical Oversight Committee of WMCMH.
8. Must obtain MDCH approved ACT specific training within six months of hire and then annually thereafter.
9. Must possess a valid driver’s license and provide own transportation to and from meetings and activities at varying work locations including all agency locations in Lake, Mason, and Oceana Counties.
10. Must be certified in First Aid and CPR.
11. If serving as the IDDT Team Substance Abuse Specialist, the incumbent must meet the qualifications defined in Appendix B of WMCMH Policy 2.2.10.
12. Lived experiences with mental illness/developmental disabilities/substance use disorders are valued.

**WORK ENVIROMENT**:

1. The staff must be able to:  sit for extended periods of time, stand, move from place to place, bend, and stoop.
2. The staff must be able to lift 25 pounds.
3. Must be able to drive independently in vehicles.
4. This position requires working with others.  As such, there is the possibility of exposure to persons with contagious diseases.
5. This position involves working in proximity to persons who may exhibit behaviors that could pose risk of physical injury.
6. There will be exposure to environments that have varying temperature levels, varying noise levels, second-hand smoke, non-barrier-free facilities, weather elements, and other types of conditions.

**Leadership Responsibilities:**

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2. Leadership Responsibilities

Leadership Team members share responsibility for ensuring, driving and/or supporting: organizational mission, vision and values; organizational strategic direction; organizational operations in alignment with WMCMH care model; organizational accountability in alignment with WMCMH care model; organizational excellence of care in alignment with the WMCMH care model; organizational culture of whole person, person-centered, integrated care; organizational culture of continuous quality improvement, data driven decision making, innovative thinking, creative problem solving and productive conflict while also ensuring compliance to policies and regulations; organizational culture of belonging, inclusivity, ensuring collective value of each member of the organizational team, commitment and shared purpose – building a unified organization; functional alignment of responsibilities and tasks in alignment with the WMCMH care model; and leadership development across the organizational team - coach and mentor employees and the organizational team to grow experience and expertise and maximize the potential and experience of all employees and team members to create better outcomes for the people we serve.

1. Cross Team Collaboration

Each member of the WMCMH leadership team is responsible for facilitating and participating in cross team coordination and collaboration.  Cross team coordination and collaboration is defined as WMCMH team members working efficiently across teams by sharing and seeking information, knowledge, expertise and resources to achieve a common task, project or objective.  When coordinating and collaborating across teams, we will coordinate and collaborate with those who need to know, those who are impacted, and those who have the expertise and perspective needed to achieve the common task, project or objective.  Cross team coordination and collaboration supports effective problem solving; fosters innovation and creativity; allows us to be proactive; reduces duplication and missed opportunities; builds trust across team members; supports personal development; enhances internal communications; breaks down silos; boosts team member engagement, morale and satisfaction; and improves working efficiencies – ultimately supporting improved outcomes for individuals served

**Employee Signature**  
  
I acknowledge receipt of this job description. I acknowledge that I have reviewed it, understand its contents, and am responsible for fulfilling the requirements of the position as a condition of my employment.

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Print Name Signature Date