



**JOB TITLE:** Intensive In Home Team Leader  
**JOB CODE:** IIH TL  
**RESPONSIBLE TO:** Clinical Program Director  
**HIPAA SECURITY LEVELS:** 1,2,3,4, 5, 6, 7

**PRIMARY RESPONSIBILITIES:**

The primary responsibility of the Intensive In-Home Team Leader is the case coordination to participants of all ages experiencing psychological difficulties to achieve their personal dreams and goals of restoring what they define as their natural function within their community. Team Leader will also provide direct and indirect services to the individuals and their families while providing leadership to other team members.

**ESSENTIAL FUNCTIONS:**

1. Conduct clinical interviews with potential participants to aid in identifying presenting problems, assessing mental status and dangerousness, gathering relevant facts of psychosocial history, and assigning accurate diagnoses using all five Axes of the current DSM manual.
2. Provide individual and family therapy to participants of all ages using person centered philosophies and best practice models of therapy.
3. Assist people being supported in identifying areas of strengths and needs to develop their own dreams and goals. Develop a person centered plan with input from other team members. Determines required level and frequency of services and requests authorizations from appropriate funding sources.
4. Provides initial and ongoing assessment, evaluates effectiveness of person centered plan and progress made by person receiving services, participates in team meetings/case reviews with other providers and natural supports as needed.
5. Identifies and provides emergency crisis services as necessary and responds accordingly; coordinates other services as appropriate. Participates in agency on call structure as First Responder. Facilitates a debriefing session following each crisis event for the purpose of making necessary changes to the PCP or crisis plan in an effort to prevent future occurrences of similar crises.
6. Maintains timely and accurate service documentation in a manner consistent with agency and state/federal law. Completes and submits accurate billing information on time; maintains and ensures comprehensive medical records are kept for each person served.
7. Maintain positive working relationships within the communities served, including individuals, families, team members, other staff, monitoring and licensing agencies, organizations, and funders.
8. Drives and Travels extensively to community locations, various agencies, and other outreach destinations. Provide and/or arrange for transportation for people supported as required.
9. Attend and actively participate in meetings and training as required. Maintain licensure in all agency, state and federal training requirements.
10. Demonstrate knowledge of and comply with all agency policies and procedures, as well as licensing board, state, and federal statutes and regulations related to specific program areas.
11. Demonstrates knowledge of emergency procedures and assists in crisis situation.
12. Will follow service definition guidelines for services being provided.
13. Completes all other relevant responsibilities as assigned by the supervisor.

**EDUCATIONAL QUALIFICATIONS**

1. Masters degree in social work, counseling or psychology.
2. At least 1 year of professional experience working with children with mental illness, substance abuse issues, or developmental disabilities.
3. Must be licensed/licensed eligible/board eligible or other equivalent as a LCSW, LPC, LMFT, or Psychological Associate in NC under provisions established by the appropriate licensing board.

**QUALIFICATIONS**

1. One year of management/supervisory experience preferred.
2. Demonstrate effective leadership skills.
3. Knowledge and skill in the application of philosophies, practices, principles and techniques in designing and implementing person centered plans using assessments, goal planning, task analysis and behavioral techniques.
4. Ability to function with and relate to individuals with mental health, developmental disabilities, or substance abuse disorders. Knowledge of the behavioral, emotional and medical issues associated with individuals with mental health, developmental disabilities and substance abuse disorders.
5. Ability to relate to and teach basic learning, self-help, independent living skills and coping skills to individuals with mental health, developmental disabilities and substance abuse disorders.
6. Ability to work independently, take initiative and make decisions based on sound judgment.
7. Ability to contribute to and cultivate high morale to foster a positive work environment.
8. Demonstrate effective written and oral communication skills.
9. Demonstrate knowledge of computer programs, including but not limited to Microsoft Office Products.
10. Driver's License that conforms to North Carolina Department of Motor Vehicles. Three-year satisfactory driving record. Dependable transportation and proof of auto liability insurance is required.
11. Ability to work in an environment that often consists of frequent interruptions.

**PHYSICAL CAPACITIES**

1. Must be able to lift up to 25 lbs, bend stoop and reach.
2. Must be able to tolerate heat and humidity.
3. Ability to sit and stand for extended periods of time.
4. Ability to see, hear, speak, interact and write sufficiently to perform the essential functions of the position.
3. Must be independently mobile on all surfaces and situations and be able to move safely about the work area.
4. Must have the physical stamina to work at least 40 hours per week.

**EMOTIONAL CAPACITIES**

1. Must be able to follow through on assignments independently.

Print Employee Name: \_\_\_\_\_

2. Must have good organizational skills.
3. Must be able to develop positive relationships with people receiving services.
4. Work output must be at a competitive level.
5. Must be able to follow through on assignments with minimum supervision.
6. Demonstrated ability to work independently and take initiative.
7. Must have the ability to frequently change routine in a positive manner.
8. Interpersonal skills must include empathy, responsibility, individual coping skills, and good judgment.
9. Must be able to solve problems as they arise
10. Must have stable work behaviors on a daily basis.
11. Must have adequate individual coping skills.
12. Must be able to maintain good work attendance.
13. Must be able to participate in decision-making.
14. Must be able to respond appropriately to emergencies.
15. Must be able to exercise good judgment in an effort to maintain a safe work environment.

**I acknowledge that I understand responsibilities indicated above, they have been discussed with me, I have had the opportunity to ask questions about them, and have received a copy of this job description.**

\_\_\_\_\_  
***Employee Signature for Job Description***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Supervisor Signature for Job Description***

\_\_\_\_\_  
***Date***