

## **B.E.A.R.S. Inc. Job Description**

### **Community Support Qualified Professional**

This service includes service coordination activities provided by qualified staff, with or on behalf of a recipient of MH/DD/SA services. The service is designed to meet the educational, vocational, residential, mental health treatment, financial, social and other non-treatment needs of the recipient. This service includes the arrangement, linkage or integration of multiple services as they are needed or being received by the recipient, either between programs, within the area program, or from other outside agencies. It includes assessment and reassessment of the recipient's needs for case management services; informing the recipient about benefits, community resources, and services; assisting the recipient in accessing benefits and services; arranging for the recipient to receive benefits and services; and monitoring of the provision of services. Case management is a therapeutic service designed to monitor the adequacy of therapeutic interventions in the following domains-psychiatric, medication, crisis intervention, psychotherapy, therapeutic mentoring, psycho-educational and school behavioral programming, therapeutic recreation, day treatment, and residential treatment services.

### Qualifications:

#### Qualified Professional of MH/DD/SA Services

1. A graduate of a college, or university with a Masters degree in a human services field and has one year of full-time, post graduate accumulated MH/DD/SA experience with the population served and a substance abuse professional shall have one year of full-time post-graduate accumulated supervised experience in alcoholism and drug abuse counseling; OR
2. A graduate of a college or university with a baccalaureate degree in a related human service field and has two years of full-time baccalaureate accumulated MH/DD/SA experience with the population served and a substance abuse professional shall have two years of full-time post-graduate accumulated supervised experience in alcoholism and drug abuse counseling; OR
3. A graduate of a college or university with a baccalaureate degree in a field not related to human services and four years of full-time, post-baccalaureate accumulated MH/DD/SA experience with the population served and a substance abuse professional shall have four years of full-time post-graduate accumulated experience in alcoholism and drug abuse counseling: OR
4. A substance abuse professional who has a counseling certification by the North Carolina Substance Abuse Professional Board: OR
5. A Registered Nurse who is licensed to practice in North Carolina by the North Carolina Board of Nursing and has four years of full-time accumulated experience in psychiatric mental health nursing.

## Responsibilities:

- ▶ Cases will be assigned according to intensity of need, based upon the state's recommended caseload size of 1:15 1 QP per 15 child consumers and 1:30 1 QP per 30 adult consumers
- ▶ Apply a working knowledge of psychosocial principles and family dynamic development
- ▶ Responsible for arranging, assessing, linking, informing and monitoring of services
- ▶ Ensure that clients are linked with all services, benefits and entitlement programs for which they are eligible
- ▶ Arrange, participate, and facilitate community collaborative meetings with other child serving agencies and stakeholders to develop comprehensive, integrated, strength based family centered plans
- ▶ Partner with family/child to link with natural community supports and resources based on best practice models
- ▶ Provide support, problem-solving assistance through community based contacts
- ▶ Initiate and implement specific clinical interventions; assessment and reassessment, person centered planning, intensive case management, crisis planning, family education, life skills development, advocacy and monitoring of supports and services
- ▶ Complete documentation according to medical records guidelines and B.E.A.R.S., Inc. requirement that service notes are written within 24 hours and submitted for QA review at a time designated by the B.E.A.R.S. management team, which will not exceed 7 days of billed service
- ▶ Provide 24/7 crisis intervention and planning to meet needs or anticipated needs of consumers by developing and implementing Crisis Plans for each consumer
- ▶ Provide 24/7 coverage of the Crisis Line Phone by participating upon rotation of maintaining the phone for 1 week per turn
- Arrange and attend clinical supervision per supervision plan

I understand that I have received a copy of this job description and have been given the opportunity to ask questions. I understand that my duties and responsibilities are not limited to this description, but that my supervisor may modify, add or delete duties and responsibilities.

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Community Support Qualified Professional

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date