

KAIROS

Administrative Offices
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The moment when change is possible

Job title:	Assessment and Access Specialist
Range:	C16
Program:	Jackson Services
Supervisor:	Program Manager
FLSA Status:	Exempt
Degree of Supervision:	Formal Supervisory Sessions Scheduled Bi-Weekly or as needed
Positions Supervised:	None

Primary Purpose: The Assessment and Access Specialist provides the initial contact a Youth or family has with Kairos. This position also provides a smooth and seamless experience that includes telephone and/or face to face eligibility screenings to determine the nature and extent of the client's need and how Kairos can provide services which best meet the needs identified. They also meet with clients to perform Initial Assessments and complete initial Treatment Plans, as needed, that take into account any psychological, social and biological problems that may be affecting the youth and family's life. The Assessment and Access Specialist assigns the youth to a staff team, factoring their knowledge of the needs presented, the strengths of the staff teams, current team caseloads, and other relevant information. This position also schedules initial appointments with assigned providers to begin the treatment process.

Education and Experience

Must meet Qualified Mental Health Professional (QMHP) classifications, which includes a degree in one of the following:

- Graduate degree in Psychology;
- Graduate degree in Social Work;
- Graduate degree in Recreational, Art, or Music Therapy;
- Graduate degree in a behavioral science field; or
- A qualified Mental Health Intern, as defined in 309-019-0105 (61)

Additionally the QMHP's ability to become licensed within 2 years is preferred.

Must demonstrate the ability to conduct an assessment, including identifying precipitating events, gathering histories of mental and physical health, substance abuse, past mental health services and criminal justice contacts, assessing family, cultural, social and work relationships, conducting a mental status examination, complete a DSM diagnosis, write and supervise the implementation of a Service Plan, and provide individual, family or group therapy as needed within the scope of their training.

Minimum Qualifications:

1. Provide proof of current, valid Oregon Driver's License (or if out-of-state will obtain Oregon license within 30 days), comprehensive automobile insurance (if applicable) and a safe driving record (minimum of 3 yrs.) to use company or personal vehicle for required duties.
2. Successfully pass a Criminal Background Check and Medicaid Fraud Check.
3. Obtain and maintain current certifications in the Child and Adolescent Needs and Strengths (CANS) assessment and the Adult Needs and Strengths (ANSA) assessment.
4. Obtain and maintain current Therapeutic Crisis Intervention (TCI) Certification and demonstrate proficiency in TCI Certification procedures.
5. Obtain and maintain current First Aid and Cardiopulmonary Resuscitation (CPR) certification and Food Handlers Card.
6. Obtain and maintain National Provider Identifier (NPI) number and credentialing application process.

Essential Duties, Responsibilities and Core Competencies:

- A. Oversee the process of intake, admissions, appointments, and evaluation of youth and family seeking services.
- B. Accept inquiries by phone or letter from referral parties, including parents, schools and youth service workers and agencies.
- C. Communicate with referral sources and clients regarding follow through or lack there-of on scheduled appointments.
- D. Ability to verify insurance eligibility.
- E. Provide evaluation, assessment and treatment planning of youth and family needs.
- F. Collaborate with other team members to maintain up to date electronic health records.
- G. Maintain up-to-date client records and enter all clinical documentation into electronic health record before the end of each work day.
- H. Participate in case reviews and/or case staffing as needed.
- I. Work closely and collaboratively with other Access staff with regards to all position duties and responsibilities.
- J. Coordinate the development and revision of policies and practice guidelines associated with access and the continuum of care.
- K. Concisely and thoroughly document daily clinical information. Provide timely accurate documentation to meet billing requirements. Must adhere to Oregon Administrative Rules (OAR) and standards of care.

- L. Liaison with other service agencies, providers and referral sources; represent the agency in selected meetings and conferences as necessary and assigned.
- M. Participate in Quality Improvement initiatives.
- N. Maintain referral and cumulative contact records.
- O. Maintain awareness of service configuration, access procedures, service availability, etc.; inform referral sources of openings and access procedures as necessary.
- P. Ensure all agency contracts are entered and effectively managed in the agency's Electronic Medical Record.
- Q. Abide by ethical codes, mission, values, and professional standards, including confidentiality and HIPPA.
- R. Actively utilize and reference agency policies, procedures, and guidelines.
- S. Present a positive attitude, professional demeanor and demonstrated respect with youth and young adults, families, staff, visitors, and community partners.
- T. Perform all work tasks in a proper and safe manner per established policies, procedures and guidelines to prevent unnecessary injury, time loss and agency expense.
- U. Comply with all federal, state and agency health and safety reporting requirements.
- V. Occasionally provide ongoing services to a small caseload as needed.

Other Duties:

Perform other related work as assigned. Attend all trainings and meetings as assigned. May be appointed to committees.

Attendance:

Maintain prompt and regular attendance.

Ability to be flexible and adjust schedule as necessary to fit program needs and meet the needs of youth and their families.

Physical Demands: The physical demands described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is regularly required to use hands to type, handle or feel; reach with hands and arms; talk or hear. The staff person frequently is required to sit, stand, and walk. The staff person is occasionally required to stoop, kneel, crouch or crawl. The staff person must frequently lift and or move up to 10 pounds and occasionally lift and/or move up to 45 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision and depth perception and operating a motor vehicle.

Working Conditions: The working conditions described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is person frequently exposed to loud noises, indoor office conditions. The staff person is occasionally exposed to chemical solutions and body fluids. The staff works in varied residential and community environments based on assigned caseload; conditions of client homes and environments may vary.

Hazardous Conditions: Risk of verbal and physical threats and harm from clients. Possible exposure to air and Bloodborne Pathogens.

Equipment Used: May include general office equipment, such as computer, telephone, agency or personal vehicle, general cleaning supplies.

Travel: Travel is expected for required trainings and meetings.

Other Responsibilities:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Staff signature below constitutes staff's understanding of the requirements, essential functions and duties of the position.

Staff signature: _____ Date: _____