

## **JOB DESCRIPTION**

<b>Job Title:</b>	Wraparound Facilitator (QMHA)
<b>Range:</b>	C7
<b>Program:</b>	Coastline
<b>Supervisor:</b>	Community Program QMHP Assistant Manager
<b>FLSA Status:</b>	Non Exempt
<b>Degree of Supervision:</b>	Formal conferences bi-weekly or as needed. Consultation with program manager as needed.
<b>Positions Supervised:</b>	None
<b>Primary Purpose:</b>	This position facilitates communication with established community partners, families, youth and young adults to secure stabilization in the community.
<b>Education and Experience:</b>	Must meet Qualified Mental Health Associate (QMHA) classifications, which includes a Bachelor's Degree in Psychology or a related field or an Associate's degree plus at least one year of work experience in Human Service/Mental Health field or a High School diploma and three years of work experience in Human Service/Mental Health field.

### **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 Therapeutic Crisis Intervention (TCI) Certification and demonstrate proficiency in TCI Certification procedures.
4. Obtain and maintain current first aid and cardiopulmonary resuscitation (CPR Certification and Food Handlers card).
5. Obtain and maintain National Provider Identification (NPI) number and credentialing application process.

### **Essential Duties, Responsibilities and Core competencies:**

- A. Provide Wraparound approach and facilitation in order to establish community based interventions that divert from hospitalization and insure stabilization in the community.

- B. Continuously evaluate health and safety issues and develop a Behavior Support Plan, which includes a safety and crisis planning, with youth and families.
- C. Engage the family in the identification of formal and informal supports, ongoing identification of strengths and needs, and development of an action plan to address specific needs.
- D. Provide family driven care, including when identifying the location and direction of treatment.
- E. Maintain communication avenues with essential positions regarding client needs and treatment plans.
- F. Demonstrate knowledge of and be able to efficiently access community resources, support services and referral systems for treatment and discharge planning.
- G. Provide direct interventions, systems brokerage, and creating supportive network; assist families in identifying and accessing resources.
- H. Deliver and coordinate skills training and psychiatric services for youth, young adults and families.
- I. Establish rapport by demonstrating and maintaining clear, consistent, appropriate, and therapeutic boundaries.
- J. Demonstrate alignment with the philosophy of Collaborative Problem Solving (CPS) by utilizing the approaches in interactions with youth and young adults, families, staff, and community partners.
- K. Demonstrate knowledge of youth and young adults' development and group dynamics by adjusting therapeutic approaches to developmental level and group interactions.
- L. Safely de-escalate youth and young adults, including in crisis situations, by effectively using verbal intervention skills.
- M. 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.
- N. Fulfill obligations for assigned schedule and on call responsibilities.
- O. Abide by ethical codes, mission, values, and professional standards, including confidentiality.
- P. Actively utilize, reference, and follow agency policies, procedures, and guidelines.
- Q. Present a positive attitude, professional demeanor and demonstrated respect with youth and young adults, families, staff, visitors, and community partners.
- R. 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.
- S. Comply with all federal, state and agency health and safety reporting requirements.

**Other Duties:**

Perform other related work as assigned.

Attend 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, reach with hands and arms; talk or hear. The staff person frequently is required to stand and walk. The staff person is occasionally required to sit, 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, 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 frequently exposed to loud noises, outside weather conditions such as heat, cold and humidity. The staff person is occasionally exposed to chemical solutions and body fluids. The staff may work in varied residential and community environments based on assigned caseload. The conditions of client homes and environment 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, and kitchen utensils/supplies.

**Travel:** Travel is expected for required trainings

**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 \_\_\_\_\_