



## **JOB ANNOUNCEMENT**

### **CLS of Oakland County, Inc. (CLS) is pleased to announce an immediate opening for a MENTAL HEALTH PROFESSIONAL**

**Job Summary:** The role of the CLS/OC Mental Health Professional is to facilitate and complete the Initial Intake Assessments once it has been determined by Common Ground that an individual is eligible for services as a person with a developmental disability. The Mental Health Professional will also facilitate and oversee the implementation of OCCMHA and Community Living Services of Oakland County Utilization Management and Psychiatric Protocols. The Mental Health Professional will provide services in a manner that promotes Person-Centered Planning and the principles of Self Determination in the lives of people supported by Community Living Services of Oakland County. The Mental health Professional will work closely with the CLS/OC Self-Determination Coordinators, Support Coordinators, Independent Support Coordinators, provider network, and other external stakeholders as appropriate.

**Reporting Relationship:** Reports to the Intake Department Manager

**Essential Duties and Responsibilities:** Reviews the Common Ground Outpatient Screening Report and completed a thorough assessment of the individual's preferences and needs. Ensures the coordination and provision of Intake functions and initial planning, including eligibility determinations as needed, initial assessments, provision of emergency needs, required authorizations and releases, ORR, Grievance and Appeal and HIPAA notifications. Meets with the individual, parents/guardians/families so as to facilitate and complete the Initial Assessment and Person-Centered Plan. Provides all enrollees with quality customer services and culturally respectful supports. Addresses any needs for interpreter/translation services or accommodations needed prior to meeting with the individual. Participates in the coordination of psychiatric services, coordination of hospital admissions and discharges, and compliance with oversight and implementation of OCCMHA Utilization Management Protocols. Acts as a liaison between CLS/OC internal staff, external network providers, and Psychiatric Providers including screening centers and hospitals. Recruits, develops, and maintains a strong provider network capable of providing psychiatric services. Oversees provider network qualification screening activities as needed, including credentialing, insurance verification, criminal background checks, service descriptions, fee schedules, and other mandates to ensure compliance with all requirements as well as dedication to quality service provision. Assures coordination of care is facilitated for persons supported. Reports individual and agency successes, outcomes, and needs to funding sources and internal/external customers and stakeholders. Conducts training sessions and community outreach and education at the local and state wide level reinforcing organizational principles and the expectation of quality service delivery. Collaborates with traditional support systems to develop new and innovative methods of service provision that address gaps in service delivery and meets identified needs. Reviews and develops systems that assure exceptional delivery of services to individuals with developmental disabilities. Meets with Network Providers, Community Mental Health Administrators, and various others as needed to ensure effective means of continuing quality services. Develops and monitors systems (as applicable) to assure delivery of quality services. Prepares corrective action plans to address any patterns/trends that reveal need for improvement or areas of deficiency. Assists with the development, coordination, and monitoring of the CLS Compliance Plan, other policies, and performance expectations. Maintains confidentiality of consumer and agency information. Performs special projects and other duties as assigned. Attends and participates on committees as assigned. Completes a minimum of 24 hours of professional skill development activity each fiscal year. If designated to work with children, completes 24 hours of child-specific training each fiscal year. Works adjusted hours as needed.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required: A Mental Health Professional is defined as a physician, psychologist, licensed master's social worker, licensed professional counselor, licensed marriage and family therapist or registered professional nurse. Two or more years experience working with persons with developmental disabilities and/or mental illness is preferred. Computer skills are required, including use of all Microsoft systems. Knowledge of the principles of Person-Centered Planning and Self-Determination preferred. Ability to communicate effectively and establish and maintain positive professional relationships. Ability to use initiative, plan, organize, maintain office systems, work under pressure, and meet deadlines.

**Qualified candidates should submit letter of interest and resume to:**

**Community Living Services of Oakland County, Inc.**

**Attention: Steve Bean**

**3270 Greenfield Road**

**Berkley, MI 48072**

**FAX to: (248) 547-3052**

*Salary commensurate with experience; competitive benefit package  
Equal Opportunity Employer*