

Pathways To Housing, Inc.

Title: Team Leader

Reports to: Supervisor of Clinical Services

The **Team Leader** is responsible for the daily operation and clinical supervision of a transdisciplinary Assertive Community Treatment (ACT) team and the development and oversight of a program sufficiently flexible and dynamic to meet the needs of those individuals who have psychiatric disabilities and substance abuse issues who have not been well served or have been unable to access traditional mental health programs. The Team Leader provides supervision for the Service Coordinators and Program Assistant and is responsible for assuring that the agency values and philosophy of consumer choice; harm reduction and respectful concern are expressed in all aspects of team practice. The Team Leader maintains oversight to ensure that client self identified goals for recovery; rehabilitation and community integration are supported by appropriate services and best practices. Examples of responsibilities are as follows:

- Maintain an ACT Team comprised of professional, para-professional and support staff
- Maintain ACT core policies, practices and services
- Ensure compliance with all accreditation, certification and regulatory standards.
- Train, supervise and evaluate the multi-disciplinary team in conjunction with the Supervisor of Clinical Services
- Plan and implement all client services, in collaboration with the transdisciplinary team.
- Provide data for written reports requested by city, state, or federal funding sources.
- Supervise electronic and written record-keeping activities, e.g databases, on-call logs, incident reports, progress notes and client charts.
- Coordinate services of ACT team with other inpatient and outpatient community treatment, support and social services; Develop services for unmet needs.
- Establish operational procedures and monitor client visits and van assignments
- Collaborate with Pathways Housing Department staff to assure optimal apartment placement and maintenance of safe and comfortable living environment for clients
- Provide direct services to clients approximately 50% of the time
- Perform other related work as assigned

QUALIFICATIONS:

- Patience, creativity, flexibility, compassion, and sensitivity to persons with disabilities and other minority populations.
- Graduate degree in a clinical specialty (i.e. social work, nursing, psychology, psychiatry, rehabilitation counseling) from an accredited university.
- Five (5) years post graduate experience, including three (3) years supervisory experience preferred
- Responsible, organized and efficient.
- Excellent interpersonal, communication and writing skills, as well as computer literacy.
- Previous experience in case management/counseling of people with psychiatric disabilities, histories of substance abuse and/or trauma.
- Supervisory experience.