Consumer Advocate
Competency-based Job Description

Program: Clinical
Status: Full Time Non-Exempt
Reports to: Program Director
Supervises: N/A

Position Summary: As part of a multi-disciplinary outreach team, responsible for direct clinical and crisis services to the chronic mentally ill population.

License/Certification: BSW or equivalent mental health licensure from the State of Michigan

Minimum Qualifications: Bachelor’s degree in social work, psychology or related mental health field.

Desired Qualifications: Field placement or internship in a mental health setting preferable with the chronically mentally ill population.

Physical Requirements: Must have adequate visual acuity to interact with Electronic Health Record System and accurately input data. Ability to move about for up to 50% of work shift. Must be able to remain in a stationary position for up to 50% of work shift. Occasionally must be able to move up to 20 pounds from one location to another.

Essential Functions:

- Responsible for making outreach contact with assigned caseload of ACT consumers, seen for individual treatment at minimum of twice per week.
- Responsible for development of consumer assessments, initial evaluations, treatment plans, weekly progress notes, status reports, and discharge summaries.
- Responsible for participating in the 24-hour rotational on-call crisis schedule.
- Responsible for crisis intervention services and facilitating hospitalization when needed.
- Responsible for participating in daily team meetings.
- Responsible for referrals to appropriate programs or community resources as needed.
- Responsible for traveling to and from hospital discharge planning meetings and for transporting consumers to various services when needed.
- Responsible for verbal, written, and statistical reports as needed.
- Responsible for productivity.
- Responsible for attendance at scheduled staff meetings, individual supervision and participation in staff development activities.
- Responsible for formulating treatment plans from assessed problems.
- Other duties as assigned.
NEW HIRE ACKNOWLEDGMENT

I have read and understand my job description. My performance will be evaluated in 3, 6 and 12 months using this document.

__________________________________________________________________________________________

Employee Signature:                                                                                                        Date:

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HR Representative Signature:                                                                                          Date: