

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:

HR Representative Signature:

Date: