How would you like an opportunity that allows you to make a difference in the lives of children and families in our surrounding communities? Join our client’s expanding organization as a **Team Lead** for their ***Intensive Family Intervention program***. The Team Lead ensures that the needs of our clients (children, adolescents, adults and their families), our referral sources, and pertinent third parties are given paramount priority, top-notch customer service and effective clinical interventions.

**Essential Duties and Responsibilities:**

* Provide individual and family therapy for assigned caseload.
* Meet with the Clinical or Program Director for each new referral to discuss consumer and family makeup and delivery of services to consumers.
* Review MICP with the team and update on an ongoing basis.
* Ensure BIRP documentation format is utilized in all billable progress notes for the direct care team.
* Enter consumer progress notes within the required 48- hour time frame.
* Review progress notes (for direct care team) to ensure mandatory information is listed on note (i.e. date, goal, objective, time period, signature, title, and credentials)
* Review entire teams notes weekly to ensure clinical appropriateness before submitting.
* Conduct weekly team meetings and document appropriately. (All team members must be present for team meetings.)
* Meet with the Clinical Director / CEO weekly to update him/her on any clinical and programmatic issues.
* Ensure direct care order for service form is signed prior to beginning services.
* Ensure that siblings of all active consumers being served by the team are listed on the agency roster.
* Ensure that all deficiencies noted on the deficiency list are corrected within 5 days of receiving the list.
* Ensure all assigned cases/charts are monitored weekly, or as specified, for the purpose of maintaining compliance with Medicaid guidelines.
* Notify the Clinical Director of all emergencies via email and by phone.
* Submit monthly on call schedule for the team in addition to notifying the Clinical Director of out-of-town travel via email or phone call.
* Contact a referring agency Probation Officer or Caseworker once referral is received and ensure collaboration with the referring party.
* Verbally contact the referral source weekly for each consumer.
* Submit weekly clinical updates to the referring Caseworker or Probation Officer for case updates, every Monday.
* Ensure clinically appropriate contacts are being made by the entire team.
* Ensure that all assigned consumers are referred out for both psychological and psychiatric evaluations within 7 days of services (if evaluations have not been completed within the last 12 months)
* Ensure all documentation relevant to consumers’ treatment is documented in consumer’s records.
* Completes all required training.
* Attend mandatory staff meetings weekly.
* Follow all agency policies and procedures.

**Qualifying experience for this position includes:**

* Two (2) years of specialized experience which is directly related to the position and has equipped the applicants with the particular knowledge and skills to successfully perform the duties of the position.
* Candidates must have LPC, LMFT, LCSW, RN or PsyD status in the state of Georgia.
* Master’s Degree in a Social Science field including Counseling, Psychology, or Social Work.
* Experience with C&A clients, MICP, administering CANS, Individual Service Plans (ISPs), and familiarity with clinical terminology.
* Bilingual a plus.
* Must be a U.S. citizen.