

Position Description:

Mental Health Resource Center is seeking a Team Leader in Jacksonville. This position will provide services for the MHRC Multidisciplinary Forensic Team (MFT) Program.

The Multidisciplinary Forensic Team (MFT) is a comprehensive approach to divert individuals with severe and persistent mental illness from involvement in the criminal justice system, as well as commitment to Forensic State Hospital Facilities and other residential forensic programs by providing community-based services and supports.

The Team Leader administers and directs the Multidisciplinary Forensic Team (MFT) program in accordance with the Office of Mental Health and Substance Abuse Guidance document, which is adapted from the Florida for Assertive Community Treatment (FACT) model. The Team Leader would also promote recovery, empowerment, self-determination and decision-making for each MFT participant.

The essential functions of the MFT Team Leader include, but are not limited to:

Staff Monitoring:

- Conducts regular program staff meetings, as well as individual staff supervision.
- Reviews documentation to ensure timely and appropriate services to the individuals served, that meets State requirements and MHRC Medical Records Standards.
- Facilitates peer reviews.
- Identifies needs for staff training, makes recommendations for in-service trainings, provides documentation for all trainings for employee files, and makes recommendations for staff to attend educational sessions.
- Provides and ensures staff are trained in and carry out evidenced-based best practices (e.g. motivational interviewing, trauma informed care, WRAP).
- Facilitates recruitment, hiring, orientation, retention, evaluation and employee relations in coordination with the Director of FACT Programs and the Human Resource Department.
- Ensures completion of orientation competency forms.
- Completes time sheets and leave requests within the required time periods.

Clinical:

- Assesses and screens individuals for the MFT program.
- Works closely with the Forensic Department to develop a system for early notification of orders appointing experts and orders of commitment, so the team can be presented as a diversion option when appropriate.
- Directs and coordinates the MFT admission process and the treatment, rehabilitation and support services of the program in coordination with the Psychiatrist/ARNP.
- Assigns each Individual Treatment Team (ITT) and primary case manager.
- Directs and coordinates the completion of the psychosocial assessment and oversees the development of the individual's recovery plan.

- Provides clinical supervision in the development of recovery plans.
- Coordinates the team's organizational meetings to ensure appropriate services are scheduled/provided and the participant's identified needs are met.
- Functions as a practicing clinician on the team and provides direct treatment, rehabilitation and support services to individuals served by the program.
- Participates in providing 24-hour on-call coverage for the MFT program and provides clinical back up, crisis intervention, and consultation to staff after regular business hours.
- Advises court evaluators, attorneys, and judges about the MFT program as a diversion alternative for individuals with appropriate felony charges or repeated arrests. Maintains a close working relationship with the judicial assistants in the circuit, the Office of the Public Defender, the Office of the State Attorney, and the Clerk of the Court's Office.
- Ensures progress is monitored for individuals referred to or enrolled in the MFT program while in jail and/or court ordered community-based programs.
- Maintains a close working relationship with the mental health personnel at the local jail to coordinate services.
- Ensures communication with mental health and substance abuse providers, LSFHS, and DCF as needed.
- Coordinates the provision of Competency Restoration Services for MFT participants.
- Attends court hearings as a back-up to the primary case manager, to accompany an MFT staff, or as a representative of the MFT program.
- Oversees the development of and completion of conditional release reports.
- Monitors and assesses for safety risks, trauma, abuse and neglect and uses appropriate reporting mechanisms.

Administrative:

- Compiles and submits monthly, quarterly, and other program reports as required or assigned.
- Monitors the disbursement and tracking of MFT incidental dollars.
- Monitors and evaluates program effectiveness, outcome attainment, and contractual requirements through the collection of data, review of records, and other quality improvement activities, and works with the Director to recommend corrective actions plans when problems are identified.
- Ensures staff work hours are scheduled to for adequate coverage and on-call.
- Monitors the delivery of psychiatric services.
- Assists in developing and monitoring the MFT budget.
- Develops, maintains and ensures compliance with program policies and procedures.
- Supervises medical records management assuring records are in compliance with MHRC policies and procedures and with contractual and licensing requirements.
- Ensures team attendance at all Court Hearings.

Position Requirements:

In order to be considered, candidates must have a Master's degree in Psychology, Counseling, Social Work, Psychiatric Rehabilitation or a related Human Services field from an accredited university or college (a related Human Services field is defined as one in which 30 hours of course work includes the study of human behavior and development) **and** one year of supervisory experience required.

Valid Florida License as LHMC, LMFT, or LCSW required.

Three years' experience working with individuals with severe psychiatric disabilities required.

Each member of the MFT team must meet MHRC/RBHS vehicle driver requirements, to include a valid Florida Driver's License, automobile insurance coverage equaling \$200,000 and no more than eight points on their license for any combination of violations.

The Team Leader Must exercise discretion and judgment by making sound decisions independently on a daily basis. This includes, but is not limited to, recognizing life threatening situations, safety risks, abuse, neglect, or other emergencies and responding appropriately.

Must demonstrate proficiency in the MHRC Electronic Health Records (EHR) and Patient Information System demonstrated within three months of employment.

Proficiency of Microsoft Office Programs and the use of the Internet.

Strong communication skills are essential and this individual must be able to interact appropriately with internal and external customers, including patients, families, caregivers, community service providers, supervisory staff and other department professionals.

Each employee contributes to the completeness and confidentiality of clinical records by ensuring documentation, paperwork and system entries meet internal and external guidelines for content, accuracy and timeliness.

Requires ability to travel to satellite facilities, community agencies, and other community based settings (i.e. hospitals, jails, etc.), and make home visits approximately 75% of the time. Homes and some community based settings may not be wheelchair accessible.

Position Details:

Full Time Shift: Monday through Friday (rotating weekends, on-call, and holidays)

This full time position offers a comprehensive benefits package.