



<b>JOB TITLE</b>	INTENSIVE IN-HOME QUALIFIED PROFESSIONAL
<b>DEPARTMENT</b>	CLINICAL
<b>SERVICE PROVIDED</b>	INTENSIVE IN-HOME SERVICES (IIH)
<b>POSITION TYPE</b>	PART-TIME OR FULL-TIME NON-EXEMPT (1FTE)
<b>REPORTS TO</b>	INTENSIVE IN-HOME TEAM LEADAND/OR CLINICAL DIRECTOR AND/OR MEDICAL DIRECTOR

**JOB DESCRIPTION**

**JOB PURPOSE**

This position is responsible for being part of a team whose function is to address the identified needs of youth transitioning from out-of-home placements or at risk of such and needing intensive interventions to remain stable in the community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Demonstrate effective communication by regularly monitoring and responding to emails, text messages, and other communication channels in a timely and professional manner, typically within twenty-four (24) business hours. Ensure clarity, responsiveness, and accountability in all interactions with colleagues, clients and stakeholders.
2. Supervision must occur according to licensure and certification requirements of the appropriate disciplines.
3. Coordinating and overseeing the initial and ongoing assessment activities
4. Convening the Child and Family Team for person-centered planning
5. Completing the initial development and ongoing revision of the Person-Centered Plan and ensuring its implementation
6. Consulting with identified medical (for example, primary care and psychiatric) and non-medical (for example, DSS, school, DJJ) providers, engaging community and natural supports, and including their input in the person- centered planning process
7. Ensuring linkage to the most clinically appropriate and effective services including arranging for psychological and psychiatric evaluations
8. Providing and coordinating behavioral health services and other interventions for the youth or other family members with other Licensed Professionals and Child and Family Team members.
9. Monitoring and documenting the status of the consumers’ progress and the effectiveness of the strategies and interventions outlined in the Person-Centered Plan
10. Maintaining confidentiality and comply with governmental laws and regulations, as well as company policies and procedures.
11. Responsible for meeting designated timelines to include on time submission of service notes and other required clinical documentation
12. Participation in crisis phone rotation may be required
13. All other duties and responsibilities as assigned per State and/or Federal Service Definition(s) and/or the most current version of the North Carolina Health and Human Services Clinical Policy 8A.

**IIH staff is responsible for the following under the direction of the Team Lead:**

14. Participating in the team's weekly case staffing meeting
15. Participating in the person-centered planning process
16. Assisting with implementing a home-based behavioral support plan with the youth and his or her caregivers as indicated in the Person-Centered Plan
17. Providing psychoeducation as indicated in the Person-Centered Plan
18. Assisting the Team Lead in monitoring and evaluating the effectiveness of interventions, as evidenced by symptom reduction and progress toward goals identified in the Person Centered Plan
19. Assisting with crisis interventions
20. Assisting the Team Lead in consulting with identified providers, engaging the community and natural supports, and including their input in the person-centered planning process
21. All members of the IIH services team shall be supervised by the Team Lead. Persons who meet the requirements specified for Qualified Professionals and who have the knowledge, skills, and abilities required by the population and age to be served may deliver IIH services.
22. Team-to-family ratio shall not exceed one to twelve (1 to 12) for each IIH team.
23. Responsible for providing or coordinating (with another Licensed Professional) treatment for the youth or other family members.
24. Maintaining confidentiality and complying with governmental laws and regulations, as well as Company policies and procedures.
25. All other training, duties, and responsibilities as assigned per State and/or Federal Service Definition(s) and/or Clinical Policy 8A.

**Intensive In-Home QP Team Members must meet the requirements for Qualified Professionals and have the skills, knowledge, and abilities required by the population and age to be served. Also, must have at least one (1) year of documented experience working with children and families.**