

JOB POSTING

Posting Date: January 13, 2012

TROY

<p>ACT Case Manager</p>	<p>As a member of multi-disciplinary team provide intensive community based case management services to individuals with serious mental illness and/or substance abuse. Team members are direct providers of services; Majority of contacts are in community settings; After-hours (eves/weekends) coverage includes crisis intervention and on-call component. Maintain clinical records to include paper file and electronic records. Maintain standards of timeliness, chart content and productivity standards.</p>	<p>Masters in Social Work must have appropriate credentials. CAAC preferred.</p>
<p>Supports Coordinator</p>	<p>Coordinate, link and monitor services between consumers and providers. Actively engage in person-centered planning with consumers that have developmental and/or physical disabilities, with possible co-occurring mental illness. Provides supports to persons in the office, community and consumer's residences. These supports focus on personal self-sufficiency, facilitating independence and promoting community integration. Will maintain standards of timelines, chart content and face-to-face contacts with consumers. Must have at least one year experience working with persons with developmental disabilities and have knowledge of DD and ASD, the ability to write a person-centered plan, advocacy and be comfortable working in the community and fast paced environments.</p>	<p>Bachelor's degree in Social Work, psychology or related human services field.</p>

MACOMB – STERLING HEIGHTS

<p>Outpatient Therapist (2 part-time positions available)</p>	<p>Outpatient therapy is provided to adults, children and families upon referral and generally addresses crisis resolution, therapeutic stabilization and improvement in adaptation. The ideal candidate is required to know and effectively use a range of therapeutic methods and provide crisis intervention. They are also required to monitor admission, transfer, discharge, assessments, person-centered planning for all program consumers. Knowledge of a broad range of emotional and mental disorders, current treatment techniques as well as psychotropic medications preferred.</p>	<p>Masters degree in Social Work, psychology or counseling. Must have appropriate credentials/ full licensure.</p>
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RIVERCREST - WATERFORD

<p>Program Aide (Part-time)</p>	<p>Responsible for the day-to-day operations of a residential group home for people with severe and persistent mental illness and that duties are performed in an accessible, safe, clean, organized manner that is responsive to the needs of the residents and compliant with all guidelines for a residential setting. Other duties include attending to the residents' basic needs, medication administration, transporting, and completing progress notes. Ideal candidates must be highly motivated, creative, flexible and have strong organizational and problem solving skills.</p>	<p>A high school diploma or equivalent, a valid driver's license, good driving record and proof of personal auto insurance required. Proficiency in American Sign Language preferred.</p>
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OXFORD

<p>Peer Support Specialists (9 part-time positions available in various programs including Intake, CSM, Resi etc.)</p>	<p>Needed for several multi-disciplined teams that provide community-based services for adults with severe and persistent mental illness (SPMI) and/or developmental disabilities. As a member of this team, the peer advocate provides support and assist in building trust and rapport with service providers, develop understanding and management of their illness and symptoms and explore and link with natural and community supports. This person advocates for consumers, instructs them on their rights as consumers and encourages consumer self-advocacy.</p>	<p>Must have prior experience with community mental health services as a primary consumer. Driving will be required, so a valid license, car and good driving record required.</p>
<p>ACT Program Supervisor</p>	<p>Provide leadership and direction to a multi-disciplinary mental health team. Team provides community-based care to adults with severe mental illness and/or co-occurring disorders. Familiarity with ACT principles and fidelity scales, co-occurring modalities (IDDT), motivational interviewing, Dialectical Behavioral Therapy (DBT) and treatment matching protocols a plus. Maintain a caseload, lead team meetings and participate in on-call coverage. Experience in community mental health is strongly preferred. One year of supervisory experience required.</p>	<p>Masters in Social Work must have appropriate credentials/full licensure (LMSW). Two years post graduate experience in the SPMI/SMI environment required.</p>
<p>Finance Supervisor</p>	<p>Provide leadership and supervision to the billing and payroll departments as well as act as a liaison between the finance, clinical, IS and administrative teams. Computer knowledge and proficiency in QuickBooks and other data systems required. Must have working experience and understanding of medical billing and payroll and have the knowledge of accounting and ability to analyze reports and make recommendations. The ideal candidate will have at least three years of supervisory experience.</p>	<p>Bachelors in Business or other business/administrative degree.</p>
<p>Bookkeeper</p>	<p>This position supports accounting and accounts payable departments. Responsible for reporting and budgeting. Must have excellent communication skills, attention to detail and follow through. Qualified candidate will have experience with Excel and Quick Books. Minimum one-year experience working billing/payroll in fast-paced office and must possess basic office skills including phone skills, filing and copying.</p>	<p>High school diploma or GED required, some college preferred.</p>
<p>Case Manager</p>	<p>Provide initial and annual psychosocial assessment. Person-centered planning, updates the plan annually or with changes in levels of need. Must be familiar with co-occurring modalities including ability to engage, screening, motivational interviewing and treatment matching protocols. Ideal candidate must be able to multi-task in a fast-paced environment. Computer knowledge required and proficiency in MS Word/Excel a must.</p>	<p>Masters in social work, psychology or related human service field with appropriate credentials/ licensure.</p>

OXFORD (cont'd)

<p>Health & Safety Office Manager</p>	<p>The office manager participates in the recruitment, hiring, orientation and training of Oxford office reception/secretarial staff and assigns their schedules. Oversees cleaning staff and provides direction in their daily tasks. Responsible for the site's general building maintenance as well as a resource who maintains data for all sites' building maintenance vendors. This person is also the Health and Safety Chairperson and is responsible for managing related policies, implementation, data collection, and reporting. They assist in daily tasks such as incoming/outgoing mail, vending machine maintenance, and stock room maintenance. They maintain Oxford's meeting room schedule as well as attend and take minutes for required meetings.</p>	<p>Associates degree with a minimum of two years of clerical/business experience. Supervisory experience preferred.</p>
<p>Reporting & Applications Specialist</p>	<p>This position will require (a) the generation of reports given existing datasets retrieved from SQL, which may include simple SELECT and WHERE phrases; (b) the transition of data from flat-file forms (e.g., CSV, XLS and XLSX) to various forms of where data programs can operate on their systems; (c) the dissemination of reports, given varying deadlines from quarterly to immediate, given the nature of the request; (d) the ability to determine whether reports contain Electronic Protected Health Information as covered in HIPAA, and as regulated in the HITECH Act, and appropriate distribution techniques, ranging from wet ink hand-distribution to electronic and secured scheduled distribution. Additionally, the individual will be expected to gain and maintain knowledge of several commercial applications used by the corporation. The individual will demonstrate impeccable experience in dealing with highly confidential data. The individual will be given a standard test to determine their skill in the various aspects of this position.</p>	<p>Bachelor's Degree or five years experience in a profession dedicated to this field. Typing and data entry skills and five years of hands-on, documented experience with report creation with Crystal Reports and/or SQL Server Reporting Services.</p>
<p>CQI Specialist</p>	<p>As a member of the Continuous Quality Improvement (CQI) team, this person performs directly and through delegation a variety of agency-wide clerical and targeted record reviews; ensures inter-rater reliability of reviewers; enters data and provides monthly aging and quarterly summary reports; initiates related performance improvement opportunity plans; provides record review training to staff when needed; shares CQI department responsibilities including monitor/tracking external site review corrective action plans and committee involvement; and shares in reciprocal, cooperative communication with agency staff. Advanced computer skills in MS Word and Excel required.</p>	<p>Associates degree preferred in related field, two years of quality assurance and data entry experience as well as report writing skills.</p>

OXFORD (cont'd)

<p>Project Coordinator (Grant-Funded, part-time, two-year position)</p>	<p>Research trauma informed evidence based practices and clinical methods appropriate for TTI clientele. Research and identify related staff trainings. Identify and/or develop and administer pre and post tests along with consumer satisfaction questionnaires to be used with all consumers that participate in trauma treatment at TTI. Participate on TTI's Trauma Informed Workshop and in TTI's Training Department. Assist in the development of trauma related program plan and outcome measures. Manage data related to the pre and posts tests, questionnaires, program plans and outcome measures. Assist TTI's Trauma Workgroup with tasks that will position TTI in becoming a Trauma Informed/Capable agency. Participate with contract CMH trauma Workgroups. Internally, this position will work collaboratively with the Education Specialist and under the direction of the Clinical Director.</p>	<p>Bachelor's degree in Human Services field. Required skill and passion for research, development, program assessment and implementation of trauma informed evidenced based practices. Must be proficient in Microsoft Word, Outlook, Excel and the internet.</p>
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CLUBHOUSE INSPIRATION - OXFORD

<p>Driver/Clubhouse Assistant</p>	<p>Assists the Clubhouse Supervisor with the development, coordination, implementation and monitoring of psycho-social rehabilitative services for adult mental health consumers. Assists with duties related to the clubhouse, coordinates services consistent with consumer and program needs. Must also have basic computer knowledge including Word/Excel. Transportation of members is required. A valid Michigan driver's license, excellent driving record, auto insurance and registration is required.</p>	<p>Associates degree in mental health related field, or in lieu of degree, a high school diploma and 2 years of related work experience.</p>
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FLINT

<p>Peer Support Specialist</p>	<p>Needed for ACT case management team that provides community-based services for adults with severe and persistent mental illness (SPMI). As a member of this team, the peer advocate provides support and assist in building trust and rapport with service providers, develop understanding and management of their illness and symptoms and explore and link with natural and community supports. This person advocates for consumers, instructs them on their rights as consumers and encourages consumer self-advocacy.</p>	<p>Must have prior experience with community mental health services as a primary consumer. Driving will be required, so a valid license, car and good driving record required.</p>
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FLINT (cont'd)

<p>Senior Case Manager</p>	<p>Working in collaboration with the team supervisor, will train and coach staff in methods to effectively manage and maintain a caseload, best practice protocols including transition, acute care protocols, and jail services, etc. Instruct team on practices and procedures relating to consumers with dual diagnoses. Will take on case load as indicated by consumer census and team need. Assist on handling crisis or emergency events to facilitate smooth transition and effective interventions. Provide back-up coverage of Supervisor as needed. Participate in rotating on-call schedule and creates the monthly on-call schedule for the team staff. Must have knowledge of co-occurring modalities including the ability to engage, screening, motivational interviewing and treatment matching protocols. Computer knowledge required and proficiency in MS Word/Excel a must.</p>	<p>Masters in social work, psychology or related human service field with appropriate credentials/ licensure. Supervisory experience a plus. Ideal candidate must be able to multi-task in a fast-paced environment.</p>
<p>ACT Case Manager</p>	<p>As a member of multi-disciplinary team provide intensive community based case management services to individuals with serious mental illness and/or substance abuse. Team members are direct providers of services; Majority of contacts are in community settings; After-hours (eves/weekends) coverage includes crisis intervention and on-call component. Maintain clinical records to include paper file and electronic records. Maintain standards of timeliness, chart content and productivity standards.</p>	<p>Masters in Social Work must have appropriate credentials. CAAC preferred.</p>
<p>ACT Registered Nurse</p>	<p>Performs both off and on-site nursing-related tasks such as health assessments, coordination of psychiatric and medical care, conducting and monitoring blood draws and completion of AIMS. Provides the education, administration and monitoring of the appropriate storage and use of medications. Completes psychosocial assessments, discharge planning, crisis planning and intervention including protocol for mental health hospitalizations and guardianship.</p>	<p>RN Licensed in Michigan. Experience and/or training in mental health or substance abuse preferred.</p>

SAGINAW

<p>ACT Case Manager</p>	<p>As a member of multi-disciplinary team provide intensive community based case management services to individuals with serious mental illness and/or substance abuse. Team members are direct providers of services; Majority of contacts are in community settings; After-hours (eves/weekends) coverage includes crisis intervention and on-call component. Maintain clinical records to include paper file and electronic records. Maintain standards of timeliness, chart content and productivity standards.</p>	<p>Masters in Social Work must have appropriate credentials. CAAC preferred.</p>
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SAGINAW (cont'd)

Peer Support Specialist (Part-Time)	Needed for case management team that provides community-based services for adults with severe and persistent mental illness (SPMI) and/or developmental disabilities. As a member of this team, the peer advocate provides support and assist in building trust and rapport with service providers, develop understanding and management of their illness and symptoms and explore and link with natural and community supports. This person advocates for consumers, instructs them on their rights as consumers and encourages consumer self-advocacy.	Must have prior experience with community mental health services as a primary consumer. Driving will be required, so a valid license, car and good driving record required.
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BAYSIDE LODGE - SAGINAW

Peer Support Specialist (Part-Time)	The peer advocate provides support and assists in building trust and rapport with service providers, develop understanding and management of their illness and symptoms and explore and link with natural and community supports. This person advocates for consumers, instructs them on their rights as consumers and encourages consumer self-advocacy. Driving will be required, so a valid license, car and good driving record required.	Must have prior experience with community mental health services as a primary consumer.
Unit Facilitator	This position is part of a multi-disciplined team that provides community-based services for adults with severe and persistent mental illness (SPMI) and or developmental disabilities. Provide support and assist the consumers in building trust and rapport with service providers, develop understanding and management of their illness and symptoms and explore and link with natural and community supports as well as utilize strength based assessments and person centered planning principles to ensure vocational approaches/interventions are provided in attainable, progressive and measurable steps. Advocates for consumers, instructs them on their rights as consumers and promotes and encourages consumer self-advocacy. Also provides transportation to members as needed.	A Bachelor's degree in Social Work or related mental health field is preferred. Previous experience or knowledge of pre-vocational, job development and supported employment assistance a plus.

Applicants must have reliable transportation, valid Michigan driver's license and a safe driving record. Candidate must provide employer with verification (Official Transcript) of highest educational degree, credentials and/or licensure. Copies of automobile insurance, registration, social security card and TB test are also necessary requirements. Full benefits package available for full time positions only.

Fax resume and cover letter with salary requirements to:
(248) 524-8875 or email information to jobs@ttiinc.org.

Attention: Melissa Jovick, Human Resources.

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