



JOB DESCRIPTION

Behavioral Health Supervisor

Title: Behavioral Health Supervisor | Position Type: Employee (Full-Time) | Salary: \$35,000-\$64,581-Master's level | Supervision Experience: Minimum of 1 year | Location: Chicago, IL | Reports To: Non-Clinical Program Director

PWP Health provides community-based services to consumers living with serious mental illness.

The ideal candidate must have excellent communication and documentation skills and possess an understanding of all mental health. The BHS will play an active part in the interdisciplinary team. This position requires 40 hours per week and 25 weekly billable hours.

Behavioral Health Supervisor responsibilities include:

- Serves as a back-up to support IATP assessment activities, when necessary.
- Convening the Child and Family Team for person-centered planning
- Consulting with identified medical (for example, primary care and psychiatric) and non- medical (for example, DSS, school, DJJDP) providers, engaging community and natural supports, and including their input in the person-centered planning process.
- Review/Approve all team member progress notes.
- Provide weekly supervision to all team members.
- Create/Review schedules for all team members.
- Provide routine monitoring of services being rendered by team members for quality assurance.
- Deliver direct care services.
- Maintain/Audit all team member consumer charts for 100% compliance.
- Manage and approve time and attendance.
- Reports to manager on a weekly basis on progress or regress of team caseload.
- Ensuring the team maintains a full caseload.
- Maximizing services for clients needs to ensure continuity of care.
- Conducting monthly outcome summaries and progress of consumer goals.
- Maintain 100% authorizations on all consumers within the team.
- Coordinating behavioral health services and other interventions for the client or other family members with other professionals and Child and Family Team members.
- Monitoring and documenting the status of the recipient's progress and the effectiveness of the strategies and interventions outlined in the IATP.
- Responsible for ensuring that services are provided in a manner which meets all applicable regulatory licensure and accreditation regulations.
- Participate in multidisciplinary staffing. Attends all appropriate in-services, workshops, or continuing education programs.
- Responsible for keeping client medical record charts and their own personnel file information up to date in a timely manner.
- Participates on interview and orientation team
- Responsible for admissions and discharge process
- Work to ensure mental health outreach, education, and prevention in the community.
- Maintains strict confidentiality according to all Federal and State guidelines and requirements.
- Exemplifies personal and professional conduct. Upholds the Professional Code of Ethics.

- Maintains a cooperative relationship with employees, medical staff, and others.
- Responsible for personal development to ensure current knowledge in the profession.
- Willingness to work beyond what is required periodically and travel for continuing education hours.
- Maintain service notation that meets agency notation standards, Medicaid standards, and/or any other auditing agency such as the LME. (For timeliness, quality, and completeness). This notation must include: 1) the purpose of contact; 2) describes the provider's interventions; 3) effectiveness of the intervention; 4) the time spent performing the intervention; and 5) signature (degree/credentials or position) of the person providing the service.
- Must be available in the on-call rotation for 24/7- 365 days per year first responder coverage.
- Must maintain the flexibility to respond to client needs and crisis situations beyond the agency's normal working hours.
- Deliver services in various environments, such as homes, schools, jails (for state funds only), homeless shelters, etc.
- Perform any other job-related duties as specified by the supervisor.

Training Requirements:

- Must complete ALL PWP Health initial orientation training and required monthly courses as advised.
- Must have IM+CANS certification and maintain annually.
- HIPAA, Client Rights, Confidentiality
- CPR

Job Type: Full-time

Salary: \$55,000.00 - \$64,581.00 per year

Benefits:

- 401(k)
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Referral program
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday
- On call

Ability to commute/relocate: Chicago, IL 60622: Reliably commute or planning to relocate before starting work (Required)

Education: Master's (Required)

Experience: Supervising: 1 year (Required)

License/Certification: Driver's License (Required)

Shift availability: Day Shift (Required)

Work Location: In person