

*Henrietta Weill Memorial Child Guidance Clinic*  
**Mental Health Intervention Specialist III**

**DEPARTMENT:** Clinical  
**TITLE:** Intervention Specialist III  
**REPORTS TO:** Program Manager  
**SUPERVISES:** N/A  
**PAYROLL STATUS:** Exempt \_\_\_\_\_ Non-Exempt  X

**PURPOSE OF POSITION:**

Under direction of the Program Manager, provides case management services as a member of an identified team; assists in the supervision and training of Intervention Specialist staff; provides officer of the day support; provides direct client services; ensures accurate and timely compilation of statistical data for required program reports; assists in the development and evaluation of Intervention Specialist services in a specific treatment program and does related work as required.

**DISTINGUISHING CHARACTERISTICS:**

The work performed by the Intervention Specialist III requires advanced case management skills and proficiency in the areas of supervision, organization, data collection and program development and evaluation, to be performed under minimal supervision.

**ESSENTIAL JOB FUNCTIONS. AREAS OF RESPONSIBILITY:**

Supervision and Training:

- Schedule and host weekly individual Intervention Specialist supervision in which caseload and production are reviewed. This includes review of case progress, last seen/next appt, medical necessity, accurate and consistent use of CANS/PSC 35; Zero Suicide; Clinical Practice Guidelines; discussion about new interventions and other required caseload needs.
- Assist with group implementation and facilitation.
- Provides assistance to the Program Manager in the training of Intervention Specialist, which may include: giving guidance, direction and information to Intervention Specialist about linkage and brokerage services; reviewing cases to determine the accuracy and completeness of paperwork; providing training in all aspects of case management; conducting and coordinating formal training; review staff's production on a weekly basis; train on progress notes; clinical practice guidelines; graduation/closing process; zero suicide; home visitor safety
- Provides assistance to the Program Manager in evaluating Intervention Specialist, which may include: keeping Program Managers abreast of issues related to job performance.
- May participate in Intervention Specialist employment interviews.
- Completes other duties and responsibilities as assigned in relation to Intervention Specialist supervision.

Case Management/Linkage and Brokerage Services –

- Reviews and revises the Community Resource Manual as necessary.
- Provides case management/linkage and brokerage services or activities to assist families with accessing community services.

Officer of The Day:

- Assist with coverage of any appts when an Intervention Specialist is unavailable to see their scheduled clients.
- Take calls or walk-ins requesting support.
- Provide IDT coverage if assigned staff is unable to attend the scheduled IDT.
- Responds to requests from clients wanting to return to services or open as a new client.

Other Related Duties:

- Adheres to all state and federal regulations regarding confidentiality, privacy and security of protected health information.
- Participates in staff meetings and Inservice training,
- Maintains records and prepares written reports as required, which includes CSI and/or KPIC data information and creation of new clients in our EHR.
- Compiles statistical data to ensure that all required reports are completed and submitted in an accurate and timely manner.
- Ensures that appropriate client information is entered and maintained in clinical documentation software (EHR)
- Ensures that appropriate client information is entered and maintained in electronic health record.
- May be required to travel.

**ERGONOMIC REQUIREMENTS. VARIOUS PHYSICAL FUNCTIONS NEEDED TO PERFORM THE TASK:**

Extensive use of computer equipment; ergonomically organized workspace; occasionally required to sit for periods of time, climb, balance, stoop, kneel, crouch, crawl, bending in various positions, reaching and twisting or standing for periods of time. Long walking distances may be required. Ability to handle the summer heat and winter cold for small periods of time. May be required to carry items for events.

**QUALIFICATIONS REQUIRED BY THE POSITION:**

This position requires a bachelor's degree in a mental health related field and at least two years case management/intervention specialist experience, or three years continuous employment as a Intervention Specialist II; extensive knowledge of community resources , knowledge of the Clinic's philosophy; ability to assist in the training, supervision, direction and evaluation of Intervention Specialist staff; ability to develop, monitor and evaluate case management services; ability to compile statistical data in an accurate and timely manner; ability to establish and maintain effective relationships with clients, other staff and the public; and ability to communicate effectively, orally and in writing. Possession of a valid California driver's license and proof of automobile insurance are required.

**OTHER ISSUES:**

This job description describes a general category of jobs. Employees may be assigned other duties, in addition to or in lieu of those described above as deemed necessary by the Clinic.

Effective Date:

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Approved by:

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