

# Northeastern Center, Inc. NOTICE OF OPEN POSITION

Order Key #: 2128  
 Job Key #: 184 Wrap Team Leader  
 Date Posted: 04/30/2021  
 Date Closed: 05/07/2021  
 Work Location: Outpatient Facility - Noble County (Albion)  
 Department: 45 Outpatient - Albion  
 Shift: First Shift  
 Position FTE: 100  
 New Position: No

Duties: The Wrap Team Leader provides process based supervision and provides oversight to to Wrap Facilitators ensure compliance with program requirements. The Wrap Team Leader facilitates and provides skill based enhancement for Wrap Facilitators. The Wrap Team Leader will collaborate with the Access Site Manager to complete initial assessments for program referrals. Wrap Team Leader works in full partnership with a limited number of Wraparound cases. The Wrap Team Leader works with child and family team members to develop a plan of care, oversee the implementation of the plan, identifies providers of services or family-based resources and monitors services for participants. Position assures care is delivered in a manner consistent with strength-based, family centered, and culturally competent values, offers consultation and education to all providers regarding the values of the model, monitors progress toward treatment goals and assures that all necessary data of evaluation is gathered and recorded

Education Requirements: Bachelor's degree in psychology, social work, counselor, or related field from an accredited university required with 2 years of direct work. Become certified as Wraparound Facilitator and Wrap Supervisor training within one year.

Licensure Requirements:

Experience Expectation: A minimum of two years of clinical supervision obtained through work experience in social work, therapy, or related mental health fields

Salary Classification: Clinical Leader

*Submit Application To Human Resources*

Signed: 

Date: 4/30/21

**Northeastern Center, Inc.**  
**POSITION OPENING**

**Position Title:** Wrap Team Leader

**Position Type:** Clinical

**Position Location:** Outpatient Facility - Noble County (Albion)

**Shift:** 1st Shift

**Full or Part Time Status:** Full Time

**Position Duties:** The Wrap Team Leader provides process based supervision and provides oversight to to Wrap Facilitators ensure compliance with program requirements. The Wrap Team Leader facilitates and provides skill based enhancement for Wrap Facilitators. The Wrap Team Leader will collaborate with the Access Site Manager to complete initial assessments for program referrals. Wrap Team Leader works in full partnership with a limited number of Wraparound cases. The Wrap Team Leader works with child and family team members to develop a plan of care, oversee the implementation of the plan, identifies providers of services or family-based resources and monitors services for participants. Position assures care is delivered in a manner consistent with strength-based, family centered, and culturally competent values, offers consultation and education to all providers regarding the values of the model, monitors progress toward treatment goals and assures that all necessary data of evaluation is gathered and recorded

**Experience Expectations:** A minimum of two years of clinical supervision obtained through work experience in social work, therapy, or related mental health fields

**Education Expectations:** Bachelor's degree in psychology, social work, counselor, or related field from an accredited university required with 2 years of direct work. Become certified as Wraparound Facilitator and Wrap Supervisor training within one year.

**Date Position Opened:** 04/30/2021

TOPICAL AREA: Job Description  
 POLICY NUMBER: JD7032

Page 1

PROGRAM BOOK FILED UNDER:

DOCUMENT TYPE:     Policy         Procedure         Statement of Information

DATA LOCATION:    \DATA\JD7032

DATE ISSUED:    July 1, 2018

LAST REVIEW DATE:    July 1, 2020

LAST REVISION DATE:    Not Revised

SUPERSEDES:

ISSUED BY:    Chief Clinical Officer

NEXT REVIEW DATE:    July 1, 2022

REVIEW RESPONSIBILITY: Chief Clinical Officer

POSITION SUMMARY:

The Wrap Team Leader provides process based supervision to Wrap Facilitators and provides oversight to ensure compliance with program requirements. The Wrap Team Leader facilitates and provides skill based enhancement for Wrap Facilitators. The Wrap Team Leader will collaborate with the Access Site Manager to complete initial assessments for program referrals. In addition to program oversight, a Wrap Team Leader will provide direct case oversight to a limited number of Wraparound cases. Wrap Team Leader works in full partnership with a limited number of Wraparound cases. The Wrap Team Leader works with child and family team members to develop a plan of care, oversee the implementation of the plan, identifies providers of services or family-based resources and monitors services for participants. The Wrap Team Leader assures care is delivered in a manner consistent with strength-based, family centered, and culturally competent values, offers consultation and education to all providers regarding the values of the model, monitors progress toward treatment goals and assures that all necessary data of evaluation is gathered and recorded.

JOB RELATIONSHIPS:

- A.        Reports to:            Area Director or Assistant Director  
 B.        Supervises:            Wraparound Team (process supervision only)

DUTIES AND RESPONSIBILITIES:Professional Competencies:

- 1.0    Clinical:
- 1.1    Evaluates and interprets referral packet information and completes a strength-based assessment.
  - 1.2    Convenes family members, service providers and other child and family team members to form a collaborative plan of care with clearly defined goals.
  - 1.3    Ensures that parent and family involvement is maintained throughout the service period.
  - 1.4    Maintains ongoing dialogue with the family and providers to assure that care is consistent with systems of care philosophy and that there is progress toward service goals. Evaluate the progress and makes adjustments as necessary.
  - 1.5    Maintains central file consisting of treatment summaries, case notes, legal documents, releases of information, etc.
  - 1.6    Facilitates the closing of the case and oversees transition to any ongoing care.
  - 1.7    Uses resources and available flex funding to assure that services are based specifically on the needs of the child and family.
  - 1.8    Delivers strength based, family centered, culturally competent services.
  - 1.9    Interprets psychiatric, psychological and other evaluation data, and uses that information in the formation of a collaborative plan of care.
  - 1.10    Maintains creativity, flexibility, and optimism about the strengths of children and their families.

TOPICAL AREA: Job Description  
 POLICY NUMBER: JD7032

Page 2

- 2.0 Programmatic:
- 2.1 Assists with local County Wraparound Consortium, including the recruitment of members, committee development and meeting facilitation.
  - 2.2 Maintains positive working relationships with co-workers and other key community agencies which will lead to improved client care and coordination of service effort.
  - 2.3 Keeps supervisor informed of barriers to effectively serving youth/families with SED and solutions to those barriers.
  - 2.4 Represents Northeast Indiana Wraparound values and mission to relevant agencies, funding sources and the general public, and advocates for NW's efforts.
  - 2.5 Participates in training programs, task forces and committees at a local, state, and/or national level that will enhance the provision of services to youth/families with SED.
  - 2.6 Assists supervisor to develop and grow provider network based on the needs of NW clients and families.
- 3.0 Self Maintenance
- 3.1 Adheres to a flexible work schedule meeting needs of staff, clients, and stakeholders;
  - 3.2 Takes responsibility for own continuing education as addressed in Staff Development Plan;
  - 3.3 Maintains identification with appropriate professional or service-related organizations.
- 4.0 Transference/Counter-transference Issues
- 4.1 Separates own needs and personal agenda (sexual, religious, political, etc.) from that of clients;
  - 4.2 Maintains objectivity;
  - 4.3 Keeps appropriate distance - not too close, not too detached;
  - 4.4 Maintains appropriate attire for the job.
- 5.0 Supervisor Responsibilities
- 5.1 Provides process based supervision in accordance with DMHA requirements
  - 5.2 maintains records to monitor Northeastern Center adherence to program standards set by DMHA
  - 5.3 Acts as liaison with DMHA

Recordkeeping Assignments:

- 1.0 Responsible for the orientation of children and families upon admission and completion of attendant paperwork noted in policy and procedure.
- 2.0 Adheres to documentation policies related to Northeast Indiana Wraparound.
- 3.0 Maintains progress notes on a per contact basis, and retains in clinical record within 24 hours of contact.
- 4.0 Assures progress notes address treatment goals and objectives in the current treatment plan;
- 5.0 Meets deadlines on other assigned tasks (surveys, incident reports, etc.).
- 6.0 Maintains records/reports in an organized and efficient manner and in compliance with policy and Quality Improvement and CARF standards, as well as grant guidelines.

QUALIFICATIONS:

- 1.0 Education: Minimum bachelor's degree in psychology, social work, counselor, or related field from an accredited university required with 2 years of direct work. Become certified as Wraparound Facilitator and Wrap Supervisor training within one year.
- 2.0 Experience: A minimum of two years of clinical supervision obtained through work experience in social work, therapy, or related mental health fields serving Serious Emotional Disturbance (SED) youth ages 6-17 excluding Pervasive Developmental Disorder (PDD) and drug addiction.

TOPICAL AREA: Job Description  
POLICY NUMBER: JD7032

Page 3

### 3.0 Essential Duty Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 3.1 Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- 3.2 Reasoning Abilities: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- 3.3 Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### 4.0 Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 4.1 While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, and to talk or hear. The employee frequently is required to walk and sit. The employee is frequently required to stand; reach with hands and arms; climb or balance; stoop; kneel; crouch, or crawl; and taste or smell.
- 4.2 The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- 4.3 While performing the duties of this job, the employee may occasionally be required to operate a motor vehicle.

### 5.0 Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- 5.1 While performing the duties of this job, the employee frequently works in outside weather conditions.
- 5.2 The noise level in the work environment is usually moderate.

### 6.0 Special Skills, Knowledge, and Abilities:

- 6.1 Understands basic management principles;
- 6.2 Ability to motivate staff;
- 6.3 Ability to assess treatment needs of general/specific population(s) to work towards development of additional services.
- 6.4 Demonstrates ability to work with diverse rural populations (cultural, religious, socioeconomic status, etc.)