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## **Assessment Specialist (LCPC or LCSW REQUIRED)**

**Job Code:** 2020-CORP-066

**Location:** Matteson, IL

**FT/PT Status:** Regular Full Time

### **Job Summary:**

This position conducts mental health assessments in nursing homes for consumers to determine their readiness to transition to living independently in the community. Under the direction of the Colbert Quality Administrator, the position follows up on assigned referrals, schedules assessments, gathers collateral assessment information, completes assessment documentation and tracks assessment data. The position also provides regular scheduled follow up for those determined to be not suitable to transition to living independently. Other duties include coordination with outreach specialists, CMHC teams, and consumers to set transition goals. Marketing and speaking to potential consumers and families in offsite and onsite settings is another component.

### **Position Responsibilities:**

- Administer mental health assessments in nursing homes for consumers who have requested assistance transitioning to living independently. Complete all required documentation of services provided in compliance with Rule 132/140 and agency policy, ensuring that the philosophy of recovery is integrated in all aspects of service planning and delivery.
- With the supervision of CMHC Colbert Quality Administrator, schedule and complete assessments in nursing homes for consumers by creating/maintaining assessment schedule, following up on referrals, and communicating with team members regarding assessments.
- Document all assessments conducted according to program requirements and bill services provided.
- Assist with marketing of CMHC services through presentations about services to potential consumers, family members, and referral sources at various onsite and offsite locations.
- Promote awareness of mental health, both internally and externally.

- Maintain open and effective communication with agency and provider staff, family, and others, in response to consumer's needs, service needs, assessment follow-up, and input on recommended services or adaptive devices.
- Function as advocate ensuring protection of an individual's rights while providing a training element to empower persons with disabilities to understand and protect those rights.
- Fulfill other functions on the team, as needed, including assisting Colbert Quality Administrator.

**Job Qualifications:**

- LCPC or LCSW with Master's Degree in counseling, social work, psychology, or Human Services related field required.
- Minimum of one year experience working with individuals with mental illness and working knowledge of the recovery-model preferred.
- Experience with Medicaid Rule 132/140 documentation and billing requirements preferred.
- Valid Illinois driver's license and documentation of current auto insurance, with good driving record and car available.
- Effective communication skills, both written and oral.
- Employee is required to remain compliant with all state/federal, position, agency, accreditation, and funding source training/licensing requirements including but not limited to CPR and CPI.
- Employee is required to possess the skill and ability to utilize all applicable technology and computer programs related to his/her position.

