



3000 Bethesda Place, Ste 601  
Winston-Salem, NC 27103  
Office: 980-207-4241 | Fax: 980-219-7254

## Intensive In-Home Qualified Community Interventionist (QP) Job Description

**Position Type:** Contract, Part-Time

**Work Schedule:**

- Monday-Friday 10 AM – 6 PM (*Weekend availability for Client Crisis Response*)

**Work Location:** Community-Based – Forsyth County

**North Carolina Health Partners** (NCHP) is currently looking to hire a **Qualified Community Intervention Specialist** (QP) to work with youth between the ages of 10 and 18 through the Intensive In-Home (IIH) team. This candidate should have at least 2 years of experience serving children and adolescents with mental health and/or behavioral health diagnosis.

**Summary of Position Responsibilities:**

Under the supervision of the Team Lead, the Qualified Community Intervention Specialist (QP) establishes meaningful goals for the consumers. In addition, the QP provides sessions to consumers and families based on identified needs. The QP is responsible for maintaining a treatment team caseload between 6-12 as well as assisting in the completion of PCPs of for consumers being re-evaluated for services.

**Essential Duties:**

- Coordinating and overseeing the initial and ongoing treatment activities;
- Convening the Child and Family Team (CFT) for Person-Centered Planning (PCP);
- Completing the PCP updates monthly and ensuring its implementation.
- 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;
- Ensuring linkage to the most clinically appropriate and effective services including arranging for psychological and psychiatric evaluations;
- Assisting with crisis interventions; and
- Completing 3-month, 6-month, and discharge NC-TOPSS
- 45-Day written notice to the CEO and ED before terminating employment contract

**General Responsibilities:**

- Provide privacy and confidentiality to all clients.
- Assure clients are free from abuse, mistreatment, and/or neglect and report any incidents of such to the supervisor.
- Treat each client with dignity and respect.
- Complete all clinical paperwork and documentation within the required time frame
  - Clinical Session Notes are due within 24 hours from the date of service (DOS)**
  - Person-Centered Plans are due no later than the 1<sup>st</sup> Monday of each month**



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- Provide a positive atmosphere that facilitates growth and learning of coping skills.
- Other duties as assigned

**Qualifications and Education Requirements:**

- Bachelor's Degree in a Human Services field or related field
- At least 2 years of experience working with children with behavioral and mental health needs
- Able to successfully pass a criminal background check
- Clear Healthcare Registry

**Preferred Skills**

- Ability to work a flexible schedule
- Strong organizational skills
- Strong time management skills and the ability to prioritize
- Must be a self-starter and driven
- Excellent communication and interpersonal skills
- Strong problem-solving skills and analytical abilities
- Case Management
- Microsoft Office

**Disclaimer Statement**

This is not intended to be an all-inclusive list of job-related responsibilities, duties, skills, requirements, or working conditions. Other duties may be assigned based on business needs and the supervisor's request. NC Health Partners reserves the right to revise the job description anytime. Designated positions may be required to assist in emergency situations.

By signing below, you agree that you have read and understand all information presented above. You also agree to providing a 45-Day written notice prior to terminating your year contract with NC Health Partners.

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|-----------------|--|-------|--|
| Staff Signature |  | Date: |  |
|-----------------|--|-------|--|