COUNTY ADMINISTRATOR
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TO: Barbara Levin Bergman
Chair, Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Donna Sabourin, Director
Community Support and Treatment Services

DATE: September 3, 2008

SUBJECT: Community Support and Treatment Services (CSTS) Department Fiscal Year 2008-2009 Budget and Position Modifications; Fiscal Year 2007-2008 Final Budget Amendment

BOARD ACTION REQUESTED:

It is requested that the Washtenaw County Board of Commissioners approve the Community Support and Treatment Services (CSTS) budget for the 2008-2009 fiscal year, authorize the Administrator to adjust the 2008-09 budget to align CSTS' 2008-09 general fund appropriation with the County's 2009 general fund budget, approve position modifications, approve an amendment to the Community Support and Treatment Services Department (CSTS) budget for the 2007-2008 fiscal year, authorize the County Administrator to sign delegate contracts, and adopt job descriptions.

BACKGROUND:

The Community Support and Treatment Services Department continues to provide community mental health services to residents of Washtenaw County. CSTS receives its primary funding through a contract with the Washtenaw Community Health Organization (WCHO). The WCHO contracts with CSTS on an annual basis for provision of an array of services. Revenue from WCHO includes ongoing service dollars, subcontracted funds for grants awarded by the Michigan Department of Community Health to the WCHO and community reinvestment dollars designated for specific service enhancements. CSTS continues to provide services to adults with mental illness, children and adults with developmental disabilities and children with serious emotional disturbance. Services are provided to individuals with co-occuring disorders of mental illness and substance dependence, and to families of consumers as well.

CSTS also collects 1st Party Reimbursement from consumers based on an ability to pay determination under Michigan Department of Community Health Guidelines. Additionally, CSTS collects 3rd party revenue from other insurers where applicable.

CSTS operates on an October through September fiscal year based on the state funding cycle for mental health services. The WCHO Board recently approved the reallocation of $1,490,069 in unused Medicaid funds identified across the regional affiliation (Livingston, Lenawee, Monroe, and Washtenaw counties) to CSTS for the 2007-08 fiscal year. This additional one time revenue from WCHO offsets expenses for program and service enhancements totaling $1,358,922 as well as $131,147 in personnel costs incurred for increasing Staff Psychiatrist time. Further, CSTS is able to

return $1.2M of County general fund appropriation budgeted for the 2007-2008 fiscal year. The net impact on the 2007-08 CSTS budget is an increase of $290,069; a year-end budget adjustment is needed to amend the 2007-08 budget from $25,724,352 to $26,014,421.

CSTS is required to have an approved budget prior to the start of each fiscal year. The total projected budget for the 2008-09 fiscal year is $30,065,116, an increase in revenue and expense of $4,050,695 over the 2007-2008 budget as amended. The 2008-09 budget incorporates new funding from WCHO to support the expansion of CSTS services plus additional County general fund appropriation to offset personnel cost increases for existing staff.

DISCUSSION:

CSTS will continue to function as the Comprehensive Support Service provider for the WCHO in Washtenaw County. The primary focus of services at CSTS remains individuals who meet eligibility criteria for mental health services under the Michigan Mental Health Code. In addition, CSTS remains vigilant in its efforts to fill gaps in the continuum of services for citizens of Washtenaw County through expansion of services for indigent or public consumers. New initiatives are launched based on the availability of funding such as Medicaid, the Adult Benefit Waiver, grants or other 3rd party payors.

CSTS continues to implement evidence based practices that have been demonstrated to be both clinically and cost effective. CSTS remains focused on identifying and implementing clinical practices that are in support of the communities of interest including integrated health care, jail diversion, homeless services, housing and support models and specialized services for high risk youth and their families. Strong internal and external partnerships have been developed in each of these areas. CSTS has continued to assure the availability of supported employment and skill building services to consumers with developmental disabilities in consumer's home communities, with recent expansions in the Chelsea and Ypsilanti communities.

In addition, CSTS will continue full implementation of the enhanced Jail Diversion program, based on the Sequential Intercept Model with funding provided directly by the Board of Commissioners. It is anticipated that this program will impact the rates and length of incarceration of individuals with a mental illness. This program has expanded eligibility criteria and is not restricted to serving only individuals who meet the definition of mental illness for Community Mental Health services.

In the upcoming year, CSTS will continue to implement expanded services to children with enhanced funding initiated in 2008. This additional funding provides increased access to home based and wrap-around services, full implementation of Parent Management Training, enhanced services for children with autism and increased access to behavioral psychology services.

Finally, WCHO is expanding its contract with CSTS to incorporate the establishment of a Community Crisis Response Team (CCRT). The team will reflect the realignment of several existing functions within CSTS and WCHO as well as the addition of new staffing resources. CCRT will provide enhanced community outreach through the use of a mobile crisis team to respond to individuals experiencing a psychiatric/behavioral crisis. The team will focus on providing necessary supports and services to stabilize individuals in the community whenever possible. CCRT staff will work in close collaboration with Psychiatric Emergency Services (PES), emergency rooms, first responders, social service agencies, primary care providers, schools, individuals, and families to deliver interventions that will supplement existing care, provide short term intensive services, and facilitate access to appropriate on-going services. It is anticipated that the success of this team will allow for the diversion of funds currently spent on in-patient care to increased community capacity for behavioral health services.

IMPACT ON HUMAN RESOURCES:

CSTS continues to assure that services are provided by well qualified, competent staff with the appropriate degrees and credentials to both provide high quality services and maximize reimbursement revenue. In order to assure that staffing is aligned with program goals and requirements CSTS is requesting the following position modifications:

- Creation of new positions for existing CSTS programs:
  Adult Services
  - 4.0 FTE Mental Health Professional positions to provide intake/assessment services

  Youth and Family Services
  - A 0.50 FTE Mental Health Professional position to provide expanded services to children
  - A 0.50 FTE Home Based Assistant position to provide child respite services

  Medical Services
  - 2.0 FTE Staff Psychiatrist positions
  - A 1.0 FTE Staff Child Psychiatrist position (converting funds currently budgeted for contractual services to permanent staffing as well as contracting a portion of this position to Livingston County)

  Developmentally Disabled Services
  - A 1.0 FTE Supports Coordinator I/II/III position to provide services to developmentally disabled adults

- Creation of the Crisis Stabilization Program with the following position creations and transfers from WCHO
  - Creation of a 1.0 FTE CSTS Program Administrator
  - Creation of 6.5 FTE Mental Health Professionals
  - Creation of a 1.0 FTE Mental Health Nurse
  - Creation of 2.0 FTE Consumer Financial Consultant I/II
  - Creation of 2.0 FTE Peer Support Specialist
  - Creation of a 1.0 FTE Specialized Program Supervisor.
  - Transfer of 2.0 FTE PES Professional (#2170-0007, #2170-0017)
  - Transfer of a 1.0 FTE Mental Health Professional (#2110-0088)
  - Transfer of a 1.0 FTE Service Coordinator (#2527-0006)
  - Transfer of a 1.0 FTE WCHO Management Analyst I/II (#9028-0005)

- Creation of a 1.0 FTE CSTS Budget and Finance Manager to reflect the current level of responsibility for oversight of the CSTS budget. It is anticipated that the current employee will be promoted and a Senior Fiscal Analyst position will be eliminated.

IMPACT ON BUDGET:

The Community Support and Treatment Services budget for fiscal year 2008-09 is $30,065,116. Total expenditures and revenues in 2008-09 increase by $4,050,695 over the final amended budget for the 2007-08 fiscal year. The 2008-09 budget includes a net increase in the general fund appropriation line item of $1,630,155 which incorporates the agreed upon targeted reductions for 2009, the County commitment to cover annual personnel cost increases due to negotiated labor agreements, and the net impact of one-time appropriation reductions due to additional Medicaid revenue available in 2007-08 and 2008-09.

This budget also includes a net increase in funding from WCHO totaling $2,200,358, which is comprised of the following components:

- Crisis Stabilization Program $1,507,245
- Support of increased staffing costs for 2008-09 $ 657,223
- Children services program expansion, new grants
  less reduction for one time funding not continued into 2008-09 $ 35,890

The remaining increase is made up of various adjustments to Medicaid revenue, program revenue and contracts $220,182

Personnel cost increases in future years for the 23.5 FTE positions created as part of the 2008-09 budget resolution will be offset by revenue sources other than County general fund appropriation.

IMPACT ON INDIRECT COSTS:

The Cost Allocation Plan remains at $2,692,299, which reflects the continuation of a one million dollar increase implemented in the 2007-08 fiscal year due to an offsetting increase in Medicaid funding. This increased level of contribution for indirect costs will be maintained as long as additional Medicaid funding is available. Costs of furniture, equipment and space for new positions have been incorporated into the budget and will be covered by CSTS.

IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:

CSTS continues its close collaboration with the Washtenaw Community Health Organization, Public Health and the Washtenaw Health Plan.

CONFORMITY TO COUNTY POLICIES:

This request is in conformance with County policies.

ATTACHMENTS/APPENDICES:
Job Descriptions

A RESOLUTION APPROVING THE COMMUNITY SUPPORT AND TREATMENT SERVICES DEPARTMENT BUDGET FOR THE 2008-2009 FISCAL YEAR; AUTHORIZING THE ADMINISTRATOR TO ADJUST CSTS' 2008-09 BUDGET TO ALIGN CSTS' 2008-09 GENERAL FUND APPROPRIATION WITH THE COUNTY'S 2009 GENERAL FUND BUDGET; APPROVING POSITION MODIFICATIONS; AMENDING THE COMMUNITY SUPPORT AND TREATMENT SERVICES DEPARTMENT BUDGET FOR THE 2007-2008 FISCAL YEAR; AUTHORIZING THE ADMINISTRATOR TO SIGN DELEGATE CONTRACTS; AND ADOPTING JOB DESCRIPTIONS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

September 17, 2008

WHEREAS, the Community Support and Treatment Services Department (CSTS) has projected an increase in expense of $4,050,695 for the next fiscal year for a total expense of $30,065,116; and

WHEREAS, CSTS has projected an increase in revenue of $2,200,358 through a contract with Washtenaw Community Health Organization (WCHO) for community mental health services, fee for service substance abuse services, fee for service behavioral health services, and County general fund appropriation; and

WHEREAS, CSTS has identified the need to align certain positions and to create new positions to assure that they are staffed with appropriately qualified individuals to meet the clinical needs of consumers and to maximize reimbursement revenue; and

WHEREAS, this matter has been reviewed by Corporation Counsel, the Finance Department, Human Resources, the County Administrator's Office, and the Ways and Means Committee.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby approves the budget for the period of October 1, 2008 through September 30, 2009 as attached hereto and made a part hereof.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes the Administrator to adjust the 2008-09 budget to align CSTS' 2008-09 general fund appropriation with the County's 2009 general fund budget.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes the creation and transfer of positions as follows effective October 1, 2008:

POSITION #	POSITION TITLE	GROUP	GRADE	CREATE
1578-0003	Consumer Financial Consultant I/II	12	15/16	1.0
1578-0004	Consumer Financial Consultant I/II	12	15/16	1.0
1581-0001	Peer Support Specialist	11	15	1.0
1581-0002	Peer Support Specialist	11	15	1.0
1582-0001	Home Based Assistant	11	15	.50
1745-0022	Supports Coordinator I/II/III	11	17/19/21	1.0
2110-0168	Mental Health Professional	11	21	1.0
2110-0169	Mental Health Professional	11	21	1.0
2110-0170	Mental Health Professional	11	21	1.0
2110-0171	Mental Health Professional	11	21	1.0
2110-0172	Mental Health Professional	11	21	1.0
2110-0173	Mental Health Professional	11	21	1.0
2110-0174	Mental Health Professional	11	21	1.0
2110-0175	Mental Health Professional	11	21	1.0
2110-0176	Mental Health Professional	11	21	1.0
2110-0177	Mental Health Professional	11	21	1.0

2110-0178	Mental Health Professional	11	21	0.5
2110-0179	Mental Health Professional	11	21	0.5
2346-0022	Mental Health Nurse	11	23	1.0
3277-0001	CSTS Budget & Finance Manager	32	32	1.0
3350-0005	CSTS Program Administrator	32	33	1.0
3432-0009	Staff Psychiatrist	32	34	1.0
3432-0010	Staff Psychiatrist	32	34	1.0
3433-0002	Staff Child Psychiatrist	32	34	1.0
8006-0002	Specialized Program Supervisor	10	80	1.0

POSITION #	POSITION TITLE	NOTE	GROUP	GRADE	FTE Status
9028-0005	WCHO Management Analyst I/II	a	32	08/10	1.0
2527-0006	Service Coordinator	a	11	25	1.0
2110-0088	Mental Health Professional	a	11	21	1.0
2170-0007	PES Professional	a	11	21	1.0
2170-0010	PES Professional	a,b	11	21	0.5
2170-0017	PES Professional	a,b	11	21	0.8

a. Positions and occupants will be transferred from WCHO to CSTS
b. Positions will be combined to create a 1.0 FTE for position #2170-0017; Position #2170-0010 will be returned to WCHO as a .30 FTE

BE IT FURTHER RESOLVED that the Board of Commissioners approves the budget amendment for the period of October 1, 2007 through September 30, 2008 as attached hereto and made a part hereof.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes the Administrator to sign delegate contracts upon review by Corporation Counsel, to be filed with the County Clerk.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby adopts the job descriptions as attached hereto and made a part hereof.

Community Support and Treatment Services
Fund Summary -2930
October 1, 2008- September 30, 2009

		Current Budget FY 2008.09	Original Budget FY 2008.09	Variance
Revenue:				
50000	Federal Revenue	$0	$324,856	$324,856
54000	State Revenue	$0	$532,010	$532,010
58000	Local Revenue	$0	$1,054,818	$1,054,818
60000	Fees & Services	$0	$25,450,018	$25,450,018
67000	Other Revenue & Reimbursement	$0	$526,930	$526,930
69000	In-Kind Contributions	$0	$0	$0
69500	Transfers In	$0	$2,176,484	$2,176,484
	Total Revenue	$0	$30,065,116	$30,065,116
Expenditures				
70050	Personal Services	$0	$24,353,795	$24,353,795
72600	Supplies	$0	$399,877	$399,877
80000	Other Services & Charges	$0	$2,193,597	$2,193,597
93500	In Kind Charges	$0	$0	$0
94000	Internal Service Charge	$0	$3,087,347	$3,087,347
95000	Capital Outlay	$0	$30,500	$30,500
	Total Expenditures	$0	$30,065,116	$30,065,116

Community Support and Treatment Services
Fund Summary -2930
October 1, 2007- September 30, 2008

		Current Budget	Revised Budget	Variance
Revenue:				
50000	Federal Revenue	$345,786	$345,786	$0
54000	State Revenue	$542,108	$542,108	$0
58000	Local Revenue	$1,073,910	$1,073,910	$0
60000	Fees & Services	$21,472,111	$22,962,180	$1,490,069
67000	Other Revenue & Reimbursement	$509,184	$509,184	$0
69000	In-Kind Contributions	$34,924	$34,924	$0
69500	Transfers In	$1,746,329	$546,329	($1,200,000)
	Total Revenue	$25,724,352	$26,014,421	$290,069
Expenditures				
70050	Personal Services	$20,125,217	$20,256,364	$131,147
72600	Supplies	$375,517	$454,599	$79,082
80000	Other Services & Charges	$2,149,417	$2,229,257	$79,840
93500	In Kind Charges	$34,924	$34,924	$0
94000	Internal Service Charge	$3,009,045	$3,009,045	$0
95000	Capital Outlay	$30,232	$30,232	$0
	Total Expenditures	$25,724,352	$26,014,421	$290,069

Washtenaw County

JOB DESCRIPTION

Job Code: 1581
Employee Group: 11
Authorization: 08-

CLASS TITLE: PEER SUPPORT SPECIALIST
DEPARTMENT: CSTS
FLSA STATUS: Non-Exempt

JOB SUMMARY

Under the supervision of a qualified professional Health Services Supervisor is responsible for providing peer support services, consumer advocacy and support. The Peer Support Specialist, as a self identified individual in recovery assists consumers in regaining control over their lives and over their own recovery process. The Peer Support Specialist performs direct services to individuals with a mental illness, developmental disability, co-occurring disorder and to individuals involved in the criminal justice system. The Peer Support Specialist is responsible for assisting qualified mental health clinicians in the completion of clinical assessment, development and maintenance of Person Centered Plans of Service, coordination and monitoring of consumer services, directly assisting consumers in achieving desired outcomes and documenting consumer progress. In addition, the Peer Support Specialist delivers evidence based practice interventions under the direction of a qualified mental health clinician.

The Peer Support Specialist will be assigned additional duties specifically related to the program they serve.

EXAMPLES OF DUTIES

Essential Duties and Core Functions:

Fostering recovery, self determination and improved quality of life:

- Provides direct support to consumers with a mental illness, developmental disability and/or co-occurring disorder.
- Coordinates and collaborates with a consumer's network of care, including primary healthcare, family and natural supports.
- Uses experiences with personal recovery in assisting and supporting the team and clients.
- Enhances the clinical team decision making by assuring consumer voice and choice is included in planning.
- Promotes recovery through role modeling and sharing experiences, providing hope and encouragement and connection to the community.
- Participates in the planning and implementation of client service plans.
- Assists consumers to identify recovery goals and set objectives.

- May accompany staff on outreaches to engage individuals and build a trusting relationship that will lead to treatment and recovery

- Understands and utilizes specific interventions necessary to assist consumers in meeting their re covery goals.
- Assist consumers in resolving interpersonal conflicts in their environment.
- Teaches skills needed to increase independence in the areas of work skills, safety skills, social skills, finding and maintaining housing, and receiving and maintaining benefits.
- Helps consumers to aspire to roles which emphasize their strengths by sharing first hand experiences in their own recovery journey.
- Assist consumers with the development of critical life skills.
- Provides supportive counseling.

Resources / Collaboration and Advocacy:

- Assists in systems advocacy to secure needed services for the clients from any service provider either internal or external to the Community Mental Health system.
- Provides support and education regarding mental illness and the stigma associated to mental illness.
- Provides education to consumers about their rights, and about navigating the mental health system.
- Maintains consumer confidentiality and adherence to HIPPA requirements at all times
- Maintains compliance with all applicable practice standards and guidelines.
- Completes all required documentation in a timely manner consistent with agency guidelines.
- Cultural sensitivity and awareness of the role of culture in the delivery of services.

Organizational Development:

- Fosters and promotes the organization's mission, vision and goals.
- Demonstrates alignment with the organization's vision and mission.
- Participates in continuing education activities to further enhancement of services.
- Represents the agency in the community in a manner that fosters understanding of the mental health needs of consumers and the goals/mission of the organization

Other duties may be assigned by the Health Services Supervisor dependent on program needs.

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen, and hearing and speech sufficient to communicate in person or over the telephone.
May require a moderated to extensive amount of walking and working outdoors during all weather conditions.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Within the first six months of hire the employee will be expected to demonstrated competence in the following:

Knowledge and Understanding of:

- Michigan Mental Health Code including Recipient Rights and Confidentiality provisions

- Common developmental disorders and multiple diagnoses including chronic mental illness and substance abuse
- Recovery based treatment
- Peer support
- Consumer advocacy organizations
- Consumer entitlements
- Community resources

Skills in:

- Working as a team member
- Performing effectively under stress
- Organizing and prioritizing tasks, making sound judgments and decisions
- Operating standard office equipment, including but not limited to; personal computer, fax machine and photocopier
- Interacting in a professional manner with community members

Beyond six months

Employee will continue to participate in on-going professional development activities, maintain all required professional development, and will be able to demonstrate increased competence in the skills required for the position. In addition, the employee will maintain their certification as a Peer Support Specialist.

LICENSES AND CERTIFICATIONS

There are no specific licenses or certifications required at hire. Completion of the State of Michigan Peer Support Specialist training and Certification process within six months of hire is required.

EDUCATION

Possession of a high school diploma or its equivalent.

EXPERIENCE

Experience accessing the public mental health system as a consumer is preferred. No specific prior experience delivering mental health support and services is required; however committee work, public presentation experience and knowledge of the recovery model is preferred.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for successful job performance.

Washtenaw County

JOB DESCRIPTION

Job Code: 3277
Employee Group: 32
Authorization: 08-

CLASS TITLE: CSTS BUDGET & FINANCE MANAGER
DEPARTMENT: CSTS
FLSA STATUS: Exempt

JOB SUMMARY

Under general direction, provides oversight of financial and budgetary processes for the Department. Ensures fiscal control, accountability and integrity for funding received from contracts and 1st and 3rd party sources. Plans, assigns, directs, review and evaluates the work of staff to provide for the full range of financial and accounting processes within the Department. Assures all financial, billing, and contracting processes are compliant with state, federal, grantor, and contractual requirements. Represents CSTS in regional financial, contracting and billing committees, projects and processes.

EXAMPLES OF DUTIES

Essential Duties:

- Responsible for day to day operations of CSTS Finance Unit
- Develops, recommend and implements goals, objectives, policies and procedures and work standards for Finance Unit
- Prepares and directs the preparation of Departmental Budget, providing support to programs in development and submission of departmental and program budgets
- Provides monthly and quarterly monitoring of departmental budget, assuring expenditures and revenues are within budgetary and programmatic guidelines. Provides monthly reports to Program Management Team and assists programs in monitoring of program level budgets, assuring the Department maintains a balanced budget. Leads team in periodic budget adjustments based on trends and projections.
- Reconciles and monitor all balance sheet activity.
- Provides revenue projections based on Medicaid eligibles and 3rd and 1st party revenue sources. Consults with programs to assure services maximize revenue opportunities.
- Assures appropriate records are maintained for according to standards of revenue sources, including grants. Trains staff in requirements and provides oversight of compliance.
- Maintains or provides oversight of staffing tables, staffing projections and licensure requirements for various job classifications.
- Plans, assigns, directs, reviews and evaluates the work of professional and support staff within the Finance Unit, recommends selection of personnel and trains them in work processes; interprets applicable federal and state laws and regulations and County and Departmental policies to subordinates.

- Confers with and works in a team setting with other program administrators to coordinate resources, service delivery and accountability to consumers in the most efficient and effective manner.

- Provides leadership and staff support to regional or inter-departmental committees regarding finance, billing, claims, and budgeting.
- Supports programs in developing, monitoring and evaluating program services and activities, including researching and developing fund sources, preparation of grant and program proposal budgets and developing financial monitoring tools.
- Represents the Department in financial and contract negotiations with state and federal agencies, regional financial planning, county budget processes and with grantors.
- Provides technical advice and assistance to staff; resolves problems and makes specific suggestions for action.
- Maintains accurate records and files; prepares reports, records, correspondence and other written materials in accordance with professional standards and Departmental retention standards; ensures that reports are submitted to appropriate agencies and departments in a timely manner. Oversees preparation for annual audits, provides staff support for audit and presents findings to management for action.
- Participates in on-going professional development

EMPLOYMENT QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision and evaluation, public personnel administration and labor relations in a public agency setting
- Principles and practices of budget development and administration
- Practices of financial projections or forecasting
- Acceptable accounting principles and ability to apply them in a public setting
- Principles and practices of public administration
- Financial software packages
- Business mathematics, including basic statistical analysis techniques
- Correct oral and written business English usage
- Funding sources for community mental health services including Medicaid, Medicare, 1st and 3rd party revenues
- Billing and claims processes
- Applicable laws, regulation, policies and procedures
- Report preparation, analysis and development
- Computer applications related to work
- Principles of contract negotiation and administration

Skill in

- Planning, organizing and directing a Financial Unit
- Development of Departmental and Individual Workplan

- Interpreting, applying and explaining complex laws, policies and regulations
- Supporting non-financial management staff in understanding, developing, administering and monitoring budgets including expense and revenue
- Negotiating and monitoring contracts and resolving conflicts

- Setting priorities, coordinating multiple projects and meeting critical deadlines
- Using sound independent judgment within established policy and procedural guidelines
- Preparing clear, concise and effective written material
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Entering and retrieving information from a computer with sufficient speed and accuracy to perform the required work in a timely manner

The above statements are intended to describe the general nature and level of work being performed by employees assigned in this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION

Bachelors' Degree or equivalent with major coursework in business, public administration, finance, or accounting.

EXPERIENCE

Five years of progressively more responsible professional financial experience in a public sector setting, preferably one involving health care finance. Experience must include oversight or coordination of work of others.

LICENSE/CERTIFICATION

Possession of a valid Michigan driver's license.

Washtenaw County

JOB DESCRIPTION

Job Code: 1582
Employee Group: 11
Authorization: 08-

CLASS TITLE: MENTAL HEALTH HOME BASED ASSISTANT
DEPARTMENT: CSTS
FLSA STATUS: Non-Exempt

JOB SUMMARY

This is a paraprofessional worker performing a range of services to clients within a specific program. Duties include working with home based therapist/team to complement the treatment plan behavioral goals related to positive skill development and age appropriate social skills.

EXAMPLES OF DUTIES

Essential Duties:

- Provides services to clients in accordance with established treatment plans to accomplish therapeutic goals.
- Counsels clients to promote treatment goals, acceptable behavior and working and living skills.
- Observes and logs behavior to assist in the evaluation and assessment of the client's progress toward treatment plan objectives.
- Assists clients with improvement of daily living skills and other skills as specified in the in the client's treatment plans.
- Teaches skills needed for independent living and/or to increase independent functions.
- Assists or provides coaching in the event of aggressive or disruptive behavior of the client as outlined in the behavioral plan.
- Attends staff conferences as part of a treatment team to assess and evaluate client's needs and contributes to discussions as part of a treatment team.
- Prepares records, forms and reports associated with the work.
- Performs other duties as assigned by the Home based Supervisor and the clinical team.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting/community/client hone and use standard office equipment including a computer, vision to read printed materials and a VDT screen, and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

LICENSES AND CERTIFICATIONS

Possession of a valid Driver's License

EDUCATION

Possession of a high school diploma or its equivalent.

EXPERIENCE

Two (2) years prior experience working with children within a home/community based setting. Priority for person who has worked with children with severe emotional disturbance. Six-month probationary period.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for successful job performance.