



## **SOUTHERN IOWA MENTAL HEALTH CENTER**

### **JOB DESCRIPTION**

**TITLE: Clinical Outreach Coordinator**

**SUPERVISED BY: ACT Team Lead**

**Approved by the Board: 09.26.19**

**Revised: 6.2021, 6.2024**

**Reviewed:**

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### **EQUITY STATEMENT:**

At Southern Iowa Mental Health Center (SIMHC) we are committed to fostering an environment of equity, inclusivity, and respect. We recognize the unique challenges that individuals from diverse backgrounds may face in their mental health journeys. Our practice is dedicated to providing compassionate and culturally sensitive care that values the inherent worth and dignity of every person.

We believe in acknowledging and addressing the impact of systemic inequalities on mental health. Our commitment to equity is reflected in our efforts to create a welcoming space where individuals of all races, ethnicities, genders, sexual orientations, abilities, and socioeconomic statuses feel understood and supported.

### **JOB SUMMARY:**

This position is a member of the ACT team whose main job function is to work collaboratively with the multidisciplinary ACT team and community agencies in providing community-based care for patients in the ACT program. The Clinical Outreach Coordinator responsibilities include: Coordinating services, providing interventions and working as part of a collaborative team for persons with serious and persistent mental illness. This is an hourly position and reports to the ACT Team Lead.

### **I. PRIMARY JOB FUNCTIONS:**

1. Practice within a multidisciplinary team using a shared case management model.
2. Coordinates services provided by multiple community based human services agencies.

3. Perform data collection/analysis as required to complete ACT QA/QI projects.
4. Establish and maintain inventory management systems, staff/patient appointment scheduling systems designed to efficiently meet needs of ACT patients and community service agencies.
5. Provide comprehensive intervention including medication monitoring, symptom monitoring, social and independent living skill building, integrated dual diagnosis treatment, occupational and educational supports, problem-solving assistance supportive counseling for patients, families, and crisis intervention.
6. Coordinate services provided by the multidisciplinary ACT team and multiple community based human services agencies for assigned patients.
7. Complete all patient clinical documentation for the purpose of continued care.
8. Comply with all applicable laws concerning confidentiality.
9. Be on call for ACT patients as part of a rotating schedule.
10. Other duties as assigned.

## **II. QUALIFICATIONS:**

1. A Bachelor's degree with at least 30 hours in a human services field, including but not limited to sociology, social work, counseling, psychology, or human services
2. Experience in Psychiatric/Mental Health Care is required.
3. Must have a valid Iowa Driver's license.
4. Must adhere to Driver policy 24.3 (4) as part of ongoing job requirement.
5. Experience in substance abuse intervention and case management desirable.
6. Must be able to pass Iowa DHS Adult & Child Abuse Registry Verification

## **III.DEGREE OF SUPERVISION:**

1. Reports to the ACT Team Lead.

## **IV.REQUIREMENTS FOR THE POSITION:**

1. Excellent verbal and written skills with ability to practice good communication with clients, staff and other providers.
2. Good decision – making skills and ability for critical thinking.
3. Maintain required skills in CPR, violence management, safety and infection control.
4. Be able to take blood pressure and pulse rate.
5. Hearing and visual ability, which allows for necessary understanding while rendering professional services.
6. Participate in daily ACT team meetings and other appropriate committees as required.

I, \_\_\_\_\_, acknowledge receipt and understand my position description (ACT Clinical Outreach Coordinator) and agree to abide by the functions/responsibilities stated. It is understood that this is not to be interpreted as a legal document or as an employee contract. Employment with SIMHC is “at will” and may be terminated with or without cause at any time for any reason at the discretion of the Center. I understand my job title is: ACT Clinical Outreach Coordinator. I understand it is my responsibility to request accommodations if there are any parts of this job description, I am unable to perform. I understand that SIMHC will try to meet those accommodations to the best of their ability, however not all may be possible

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**Employee Signature**

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**Date**

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**Supervisor Signature**

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**Date**