

Administrative Assistant/ Intake and resources Coordinator

Company:

LAMOUR Community Health Mental Health Clinic

Location:

Randolph, MA 02368

To Apply:

Email resume to admin@lamourgroup.org

Job:

Independent Contractor, to salary flexible hours \$14 to \$16 hourly but must be available 9:00am to 5:00pm week days

Experience & Education:

Bachelors Degree in Social Work, Communications, Public Administration, Health care Administration

*Minimum of 2 years in an Admin role

Job Description:

Must have the ability to function under minimal supervision (at times acting independently, using own judgment, and setting priorities)

Input clients in data base and take in demographic information

Supervisor to externship interns

Train and provide technical assistant to staff on EMR SOFTWARE

Must have excellent problem solving skills

Receives screens and refers general inquiries, communications and telephone calls to appropriate individuals

Answers the telephone and email in a professional manner, responds appropriately and in a timely manner

Must be detail oriented and highly organized

Demonstrated strong interpersonal, communication, organizational, and written skills

Exceptional at follow-through and task management

Ability to multitask and be flexible as priorities shift

Maintain order of Supply Closets, ensuring all supplies are kept in their designated areas

Computer skills required (MS Office Word and Excel)

Knowledge of office equipment operation (telephone system, fax machine, copy machine, etc.)

Ability to perform complex administrative tasks

Ability to work under pressure in a fast-paced and at times hectic environment

Ability to handle sensitive and confidential information

Careful attention to detail

Solid phone/customer service skills

Ability to work both in a team and independently

Ability to demonstrate professionalism

Understand and apply state, federal and local regulations and laws governing quality assurance

Therapeutic Mentor– CBHI / Community Support Case Manager

Company:

LAMOUR By Design. Inc Mental Health Clinic

Location:

Serving Boston & Surrounding cities Main office in: Randolph, MA 02368

To Apply:

Email resume and/or cover letter to admin@lamourgroup.org

Job:

Independent Contractor, \$700.00 to \$800.00 per case monthly, 5 hours a week of contact

Experience & Education:

Associate's or bachelor's degree, with over five year(s) experience and/or speak French Creole, Spanish High School Diploma/GED college coursework and currently be enrolled at a university or college , of experience with targeted urban population. Will be trained in DBT (Dialectical Behavior Therapy) treatment methods.

Responsibilities:

- Ability to offer youth structured, one-to-one strength based support for the purpose of addressing daily living, social and communication needs and to learn new skills for improved functioning in the community
- Ability to support, coach, problem- solve and train guided by the goals that are established by youth's existing treatment plan.
- Must meet state criminal background check requirements
- Must be able to use Comprehensive, home-based behavioral health assessment inclusive of the CANS, with fidelity in regards to process notes, treatment plans and assessments and discharge plan
- Identification of community resources and development of natural supports for youth and parent/guardian/caregiver
- Willing to work within community and conduct home visits
- Direct time with providers (e.g., attendance at IEP meetings, hospital discharge meetings, Care Planning Team (CPT) meetings (for Members enrolled in ICC, etc.)
- Collateral contacts (phone and face-to-face)
- Collaboration with care coordinator (for youth enrolled in ICC services) and/or other behavioral health service providers
- Referral and linkage to appropriate supports and services
- Coaching in support of decision-making in both crisis and non-crisis situations
- Skills training for youth and parent/guardian/caregiver
- 24/7 phone crisis response via phone
- Be creative and willing to engage clients in treatment using non-traditional methods (understand collaborative treatment of traumatized children and teens, multisystem therapy, or wrapper round services)
- Must have excellent strong oral and written communication skills
- Must be highly motivated and self-directed.
- Must possess knowledge of child development; including physical, mental, emotional and cultural and ethnicity issues required
- Ability to communicate effectively in a community based environment
- Ability to be the voice of the youth in care plan meetings
- Maintain client records weekly
- Current valid US-issued driver's license and ability to provide registered and insured automobile for work-related purposes
- Demonstrated ability to work within a team and to work independently
- Must have a home office (computer, fax machine, email address and cell phone)
- Some weekend and evening work will be required, but schedule is flexible based on clients meeting needs
- Attend required trainings and staff meetings
- Must be computer literate. Detail and organizational skills critical
- Maintain an appropriate and valid state driver's license, and be insurable by the agency's current insurance carrier
- Must meet state criminal background check requirements
- Pass CORI & SORI

IN-HOME THERAPY Clinician

Company:

LAMOUR By Design. Inc Mental Health Clinic

Location:

Serving Boston & Surrounding cities Main office in: Randolph, MA 02368

To Apply:

Email resume and/or cover letter to admin@lamourgroup.org

Job:

Independent Contractor, \$800.00 to \$900.00 per case monthly, 5 hours a week of contact

Experience & Education:

Must have 2 years or more working with children and families or with mentally ill populations, urban youth and crisis management. This position requires an MSW, Masters in Counseling, Psychology or Education with a concentration in Counseling or Doctorate Degree, Speak French Creole OR Spanish Will be trained in DBT (Dialectical Behavior Therapy) treatment methods. Must be willing to work in client's community via home visits, attending meeting with other providers (examples: IEP meeting, Court, Psychiatrist or other appointments). Must be CANS certified or being to be certified

Responsibilities:

- Must be able to use Comprehensive, home-based behavioral health assessment inclusive of the CANS, with fidelity in regards to process notes, treatment plans and assessments and discharge plan
- Must be able to conduct Intensive Family Therapy, Individual therapy with adults and children/ adolescences, Risk management/safety planning
- Identification of community resources and development of natural supports for youth and parent/guardian/caregiver
- Willing to work within community and conduct home visits
- Direct time with providers (e.g., attendance at IEP meetings, hospital discharge meetings, Care Planning Team (CPT) meetings (for Members enrolled in ICC, etc.)
- Collateral contacts (phone and face-to-face)
- Collaboration with care coordinator (for youth enrolled in ICC services) and/or other behavioral health service providers
- Referral and linkage to appropriate supports and services
- Coaching in support of decision-making in both crisis and non-crisis situations
- Skills training for youth and parent/guardian/caregiver
- 24/7 phone crisis response via phone
- Be creative and willing to engage clients in treatment using non-traditional methods (understand collaborative treatment of traumatized children and teens, multisystem therapy, or wrapper round services)
- Must have excellent strong oral and written communication skills
- Must be highly motivated and self-directed.
- Must possess knowledge of child development; including physical, mental, emotional and cultural and ethnicity issues required
- Ability to communicate effectively in a community based environment
- Ability to be the voice of the youth in care plan meetings
- Maintain client records weekly
- Current valid US-issued driver's license and ability to provide registered and insured automobile for work-related purposes
- Demonstrated ability to work within a team and to work independently
- Must have a home office (computer, fax machine, email address and cell phone)
- Some weekend and evening work will be required, but schedule is flexible based on clients meeting needs
- Attend required trainings and staff meetings
- Must be computer literate. Detail and organizational skills critical
- Maintain an appropriate and valid state driver's license, and be insurable by the agency's current insurance carrier
- Must meet state criminal background check requirements
- Pass CORI & SORI

Utilization Process /Chart Reviewer

Company:

LAMOUR By Design. Inc Mental Health Clinic

Location:

Stationed at Main administrative office in: 500 North Main St. Randolph, MA 02368

To Apply:

Email resume and/or cover letter to admin@lamourgroup.org

Job:

Independent Contractor, flexible hours but must be available 10:00am to 1:00pm Mondays, Tuesdays, Wednesdays and Thursday week days between 5:00pm 7:30 pm during. \$40 to \$45 per hour

Experience & Education:

Minimum one - three year(s) of experience with outpatient multicultural populations and/or speaks French Creole, or Spanish populations. Must understand how to create tangible culturally appropriate and strength based interventions and treatment goals. Must have experience working within CBHI regulations and policies wrapper round services, DCF family stabilization and or targeted population within 3rd party claims or similar experience.

Any combination of education and experience, which would provide the required knowledge and abilities, is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:

Possession of a Masters or Bachelors Degree with a major in Social Work, Psychology, Psychiatric Nursing, Marriage, Family and/or Child Counseling, Registered Nursing or a closely related science field which has included completion of a university approved internship

Special Requirements, Conditions:

License registration, or licensed as a Clinical Social Worker, LICSW, LMHC, Marriage and Family and Child Counselor, Clinical Psychologist, or Registered Nurse. Other duties include reviewing patient charts and composing weekly reports. Supervising of staff compliancy, process notes, treatment plans and assessments and discharge plan via chart view and biweekly supervision.

Job Description:

Under general supervision, review medical records of patients who are under treatment for emotional or mental illness to ensure proper utilization of treatment resources; review patient records for proper case documentation, and medical necessity of treatment in relation. Prepares reports to help process service QUALITY ASSUREANCE, meets with staff and directs them regarding their progress note, treatment plan, assessments and CANS.

Through knowledge of:

- Psychological and social aspects and characteristics of emotional disturbances and mental illness
- Principles and methods of counseling and the accepted techniques for assessing psycho-social behavior

Working knowledge of:

- Human behavior and development
- Licensed Healthcare Provider with experience in utilization review
- Excellent skills in record review, healthcare information systems and clinical informatics.
- Problems, needs and attitudes of the emotionally ill and socially disturbed
- Pertinent laws and regulations regarding health and social service programs
- Federal, state and county regulations pertaining to utilization review
- Pharmacology of medications and psychotropic drug treatment

Excellent skills in supervising clinical staff regarding CANS, process notes, treatment plans and assessments and discharge plan via chart view and biweekly supervision.

Ability to:

Supervise and give constructive feedback to clinicians and para professionals regarding creating tangibility with process notes, treatment plans and assessments and discharge plan via chart view and biweekly supervision.

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- Communicate effectively in oral and written format
- Maintain effective interpersonal relationships
- Work independently

Intake Clinician/ Group Therapy Clinician

Company:

LAMOUR By Design. Inc Mental Health Clinic

Location:

Serving Boston & South East Regions Main office in: Randolph, MA 02368

To Apply:

Email resume and/or cover letter to admin@lamourgroup.org

Job:

Independent Contractor, \$800.00 to \$900.00 per case monthly, 5 hours a week of contact

Experience & Education:

Must have 2 years or more working with children and families or with mentally ill populations, urban youth and crisis management. Must be CANS certified. This position *requires* an MSW, Masters in Counseling, Psychology or Education with a concentration in Counseling or Doctorate Degree, Speak French Creole OR Spanish Will be trained in DBT (Dialectical Behavior Therapy) treatment methods. Must be willing to work in client's community via home visits, attending meeting with other providers (examples: IEP meeting, Court, Psychiatrist or other appointments).

Responsibilities:

- Will be responsible for conducting Intakes and evaluations for In-Home Therapy, Therapeutic Mentoring, Community Support and Behavioral Services
- Product paper treatment plans, assessments and CANS WITHIN two weeks of intake and obtain authorization from insurance companies
- Conduct clinical review in order to obtain authorization from insurance companies WITHIN 48 HOURS OF INTAKE SESSION/ EVALUATION
- Must be able to use Comprehensive, home-based behavioral health assessment inclusive of the CANS, with fidelity in regards to process notes, treatment plans and assessments and discharge plan
- Must be able to conduct Intensive Family Therapy, Individual therapy with adults and children/ adolescences, Risk management/safety planning
- Willing to work within community and conduct home visits for Intakes and evaluations

- Coaching in support of decision-making in both crisis and non-crisis situations
- 24/7 phone crisis response via phone
- Be creative and willing to engage clients in treatment using non-traditional methods (understand collaborative treatment of traumatized children and teens, multisystem therapy, or wrapper round services)
- Must have excellent strong oral and written communication skills
- Must be highly motivated and self-directed.
- Must possess knowledge of child development; including physical, mental, emotional and cultural and ethnicity issues required
- Ability to communicate effectively in a community based environment
- Maintain client records weekly
- Current valid US-issued driver's license and ability to provide registered and insured automobile for work-related purposes
- Demonstrated ability to work within a team and to work independently
- Must have a home office (computer, fax machine, email address and cell phone)
- Some weekend and evening work will be required, but schedule is flexible based on clients meeting needs
- Attend required trainings and staff meetings
- Must be computer literate. Detail and organizational skills critical
- Maintain an appropriate and valid state driver's license, and be insurable by the agency's current insurance carrier
- Must meet state criminal background check requirements
- Past CORI & SORI

Family Support and Stabilization Services (FST)

Master level clinician & Associates or bachelors level Mentor

Boston & Southern

Company:

LAMOUR By Design. Inc Mental Health Clinic

Location:

Serving Boston & Surrounding cities Main office in: Randolph, MA 02368

To Apply:

Email resume and/or cover letter to admin@lamourgroup.org

Job:

Independent Contractor, \$800.00 per case monthly, monthly 5 hours of contact weekly

Experience & Education:

Must have 2 years or more working with children and families or with mentally ill populations, urban youth and crisis management. This position *requires an* MSW, Masters in Counseling, Psychology or Education with a concentration in Counseling or Doctorate Degree, Speak French Creole OR Spanish. Must work closely with DCF Cases work, take part case review meetings, support families with obtaining goals. Must conduct treatment methods that are individualized for each family. Must be willing to work in client's community via home visits, and schools visits. Must be CANS certified or being to be certified

Our services model focus on exploited and victimized youth and their families or caregivers and youth and families of Haitian decent (sexual exploitation, trauma, secondary trauma, domestic violence, substance abuse migration exploration, acculturation issues relating to trauma)

Responsibilities:

- Must be able to use Comprehensive, home-based behavioral health assessment inclusive of the CANS, with fidelity in regards to process notes, treatment plans and assessments and discharge plan
- Must be able to conduct Intensive Family Therapy, Individual therapy with adults and children/ adolescences, Risk management/safety planning
- Identification of community resources and development of natural supports for youth and parent/guardian/caregiver
- Willing to work within community and conduct home visits
- Attendance at IEP meetings, hospital discharge meetings, Care Planning Team (CPT) meetings (for Members enrolled in ICC, etc.)
- Collateral contacts (phone and face-to-face), behavioral health service providers and community providers (Examples: schools, vocational providers , day care, ICC)
- Referral and linkage to appropriate supports and services
- Coaching in support of decision-making in both crisis and non-crisis situations
- Skills training for youth and parent/guardian/caregiver
- 24/7 phone crisis response via phone
- Be creative and willing to engage clients in treatment using non-traditional methods (understand collaborative treatment of traumatized children and teens, multisystem therapy, or wrapper round services)
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