

Title: Probate Liaison

Classification: Therapist I

Supervisor: Clinical Director

Minimum Qualifications: Master's Degree in one of the Behavioral Sciences and Medicaid Eligibility, valid AL Driver's license, CPR, First Aid, and SAMA Certification.

Primary job functions and performance expectations:

1. Learns and utilizes Central Alabama Wellness policies and procedures.

2. Serves as the Probate Court Liaison
 - A. Effectively manages program of aftercare services for clients released from hospital.
 - B. Conducts psychosocial evaluations according to accepted professional standards for those clients pending admission to various treatment facilities.
 - C. Exercises proper judgement as to when and where clients are referred.
 - D. Documentation is concise, accurate, and occurs within one working day of all pertinent clinical activities.
 - E. Maintains and provides accurate consultation to community agencies.
 - F. Provides accurate expert witness testimony at court/attorneys request.
 - G. Assures all information related to petitions, hospitalizations and commitments are reported to meet DMH Gateway requirements.
 - H. Assures all billing information related to Court Screenings is reported to appropriate personnel within one business day of the final hearing.
 - I. Assures all documentation related to the petitions from the courts and hospitals are imported into the electronic health record by support staff including petitions, orders to assess, hospital records, MD recommendation letters, etc.
 - J. Assures prompt and appropriate response in emergency situations.
 - K. Serves on Agency emergency duty on-call rotation as assigned.

- L. Assures that client petition status, updated medication information, insurance information and diagnosis information is provided to outpatient staff prior to transitioning client to outpatient provider.
- M. Obtains appropriate releases including hospital releases, emergency contact, and if applicable other health care provider releases from client prior to transitioning to outpatient staff.

3. Provide direct services to clients.

- A. Ensures that all necessary information is obtained at the intake interview.
- B. Renders accurate diagnosis based on available information and according to DMH Standards.
- C. Provide individualized therapy according to local and accepted professional standards
- D. Utilizes all means to follow-up with clients in the event of missed or cancelled appointments when therapy is critical.

4. Maintains and provides liaison and education for the Center, other community agencies, and the general public.

- A. Consultation and Education presentations are presented in an effective and professional manner.
- B. Presentations are accurately targeted toward audience.
- C. Effectively serves as a positive advocate for mental health services in the area.
- D. Represents Central Alabama Wellness in a professional manner at all times.

5. Maintain and improve Professional Skills.

- A. Attend and actively participates in professional workshops, inservice training, and Quality Assurance review.
- B. Read current professional periodicals.
- C. Effectively utilizes people on staff for consultation.
- 5. Any other duties, clinical or non-clinical, as assigned by immediate supervisor.