



**Eastern Montana Community Mental Health Center**  
**Administration Office**  
**2508 Wilson Street**  
**PO Box 1530**  
**Miles City, MT 59301**  
**406-234-0234**

**CLASS TITLE: Team Lead**  
**DEPARTMENT: MACT Team**  
**ACCOUNTABLE TO: CEO**  
**FLSA: Exempt**  
**SALARY RANGE: \$45,000-\$55,000/yr.**

**PRIMARY OBJECTIVE OF POSITION:** The team leader establishes, administers, and directs the Montana Assertive Community Treatment (MACT) team - a self-contained clinical team which assumes responsibility for directly providing needed treatment, rehabilitation and support services to identified clients with severe and disabling mental illnesses; supervises and evaluates the multidisciplinary team in conjunction with appropriate psychiatric support to ensure service excellence and courteous, helpful and respectful services to program clients; and functions as a practicing clinician on the team.

**ESSENTIAL JOB FUNCTIONS:**

- Direct day-by-day clinical operations of the MACT team including scheduling staff work hours to assure appropriate coverage for the day, evening, weekend, and holiday shifts and on-call hours; lead the daily organizational staff meetings and treatment planning meetings; continuously evaluates the status of clients and do appropriate planning and coordination of treatment activities to ensure immediate attention to their changing needs
- Supervise medical records management assuring maintenance of the medical records in compliance with agency policies, Medicaid and other third party payment requirements; train staff on medical record requirements; regularly review client assessments, treatment plans, progress notes written by the staff; and supervise individual staff for medical records mastery
- Carry out and document quality-assurance activities and reviews of use of program services. Develop and maintain program policies and procedures and review as necessary; maintain client and employee confidentiality
- Initiate and maintain relationships in coordination with other staff, with law enforcement and other human services agencies, and with informal community resources (e.g., landlords, employers) while exercising sound judgement
- Provide rehabilitation and support services to clients
- Perform on-call duties for crisis intervention and for staff supervision and consultation. Provide benefits counseling (e.g. SSI, veterans' benefits)
- Provide individual supportive and symptom management; ensure immediate changes are made in treatment plans as clients' needs change; educate and support clients' families; and advocate for clients' rights and preferences
- Participate in comprehensive assessment of psychiatric (e.g., onset, course and effect of illness, past treatment and responses, and risk behaviors), mental status, physical health and dental health; use of drugs or alcohol; education and employment; social development and function; activities of daily living (e.g., self-care, living situation, nutrition, money management); and family structure and relationships; requires acceptance of a variety of lifestyles, behaviors, cultural and spiritual practices



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- Drive, implement, and execute the required MACT quality measures for client services and treatment
- Consult with community agencies and families to coordinate client treatment
- Maintain appropriate and timely documentation of services provided in accordance with agency policies and procedures
- Participate in daily staff organizational meetings and treatment planning review meetings
- Additional duties as assigned

**SUPERVISION – RESPONSIBLE FOR WORK OF OTHERS:** MACT Team

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Bachelor's Degree in Public Health Services, Human Services, Non-profit Management, Business Management, or any other related field.
- One-year related management experience in administrative and program management, and experience in health-related field; preferably, in the mental illness and/or low-income populations.
- Completion of CPI (Crisis Prevention Intervention), CPR, and First Aid training provided
- Ability to pass background check and driver's license check upon offer of employment
- Provide proof of auto liability insurance coverage per EMCMHC's policies
- Montana driver's license with good driving record
- BA in Public Health Services, Human Services, Non-Profit Management, Business Management, or a related field
- One year related management experience in administrative and program management
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment.

**EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

- Is required to handle confidential information, must be trustworthy, and responsible for keeping confidential information safe; and
- Performs all other duties as assigned.

**PLEASE COMPLETE AN ONLINE APPLICATION BY CLICKING ON THE LINK BELOW**

<https://www.emcmhc.com/employment-opportunities/>

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

Eastern Montana Community Mental Health Center is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion color, sex, age, national origin, marital status, military status, or disability