**Michigan Ability Partners (MAP) is an equal opportunity employer and actively seeks applicants from diverse racial and ethnic backgrounds, as well as historically marginalized groups.**

## Title: Clinical Housing Program Team Leader

**General Summary:**

This staff person reports to the CEO or designee and attends the Leadership Team meetings. It is the Team Leader’s responsibility to provide clinical leadership to the Housing Supports team, oversee all homeless programs as assigned, insure accurate reporting of services to the HMIS system, and ensure excellence in MAP homeless programs. This employee must exercise considerable skill in working with other agencies and the public. This employee exercises leadership and independent judgment in carrying out duties.

**Responsibilities**:

1. Maintains a positive relationship with community partners, funding sources, coordinates closely with MAP HDC, LLC, property managers, and other supportive service agencies.
2. In coordination with the CEO, organizes and directs the clinical service of the housing teams.
3. In coordination with MAP Development and CEO, plans, implements, and supports supportive services program operation.
4. Interviews, recommends, hires and evaluates program staff. Promotes development of staff, provides training as needed/when appropriate.
5. Ensures all housing staff are trained in all relevant trainings including but not limited to Ethics, Housing First, Critical Time Intervention, Progressive Engagement, De-escalation and Motivational Interviewing.
6. Provides weekly group and individual clinical supervision to staff. Facilitate team meetings and provide back-up support to team.
7. Monitor job performance and progress of team members. Review and sign time and mileage sheets.
8. Promote good working environment/relationships through presentation and information sharing.
9. Supervise up to four program interns, manage relationship with local universities.
10. Make final decisions regarding admission, continuation and termination of participant services as appropriate.
11. Reviews all referrals and coordinates staff assignments, ensuring service coordination is provided to each assigned participant.
12. Maintains an updated Sample clinical record.
13. Create new participant clinical record (both electronic and hardcopy)
14. Act as MAP agency HMIS administrator.
15. Review HMIS data quality reports with team, fixing data quality errors as necessary, and submitting quarterly data quality reports to HMIS System Administrator.
16. Ensure timely reporting of annual and interim updates, case notes, and service transactions in HMIS.
17. Offer clinical support to the Veterans Services Team.
18. Supports on call staff.
19. Chair internal Quality Review Committee
20. Represent the agency in community meetings; COC and WHA operated activities in planning and implementing community wide initiatives to end homelessness.
21. Provide information for project or program evaluation reporting.
22. Participate on MAP committee assignments & fundraising activities.
23. Monitor budgets, supply requests, and petty cash requests.
24. Other duties as assigned by the CEO

**Qualifications**

The Team Leader will have a Master’s degree in human services and several years of prior experience with persons with issues related to chemical dependency, homelessness, and psychiatric disabilities. Prior supervisory experience is preferred. Valid Michigan Driver’s License and ability to lift 25-30 pounds.

**Salary:** $45,000-$50,000 Annual Salary- Excellent comprehensive benefit package

**Status:** Full Time Position Exempt

**Michigan Ability Partners**

# Leadership Performance Review

## Clinical Housing Supports Team Leader

**Performance Related to Job Description**

**E**xcellent/**V**ery Good/**A**verage/**N**eeds Improvement

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DOH:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Overall Performance of Job**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Goals for Next Period:**

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Signature Employee Date Signature Supervisor Date