



**POSITION TITLE:** FSP Team Lead

**PRIMARY SUPERVISOR:** Director of Adult Outpatient Services

**DEPARTMENT:** Outpatient/Mental Health

**SUPERVISES:** N/A

**STATUS:** Exempt

**SALARY RANGE:** Beginning salary will be commensurate with education and experience, and based on appropriate industry standards.

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**POSITION DESCRIPTION:** The FSP Team Lead is an integral member of the Adult FSP multidisciplinary team. This person assures program administration to meet our agency's purpose, philosophy, goals, and objectives. This position is responsible for providing administrative support to the Adult Full Service Partnership (FSP) team. This person will perform outreach and assure receipt of all required documentation to admit clients for services into the agency. The role also includes completing adult biopsychosocial mental health assessments. The FSP Team Lead shall maintain close communication with Mental Health, Finance, and Quality Assurance departments to insure a seamless admissions process. The FSP Team Lead shall be available to assist staff with crisis situations, clinical consultation, and participate in the after-hours LPS on-call rotation.

**REQUIREMENTS & QUALIFICATIONS:**

- Possess a Master's Degree or higher in Psychology or related field Social Work, Marriage and Family Therapy, or Professional Counseling
- Must be licensed with their affiliate board
- Experience working with adults experiencing persistent and severe mental illness and substance abuse
- Must possess valid California Driver's license and state required registration and insurance
- Familiarity with Full-Service Partnership (FSP) and Assertive Community Treatment (ACT) service-delivery models
- Spanish language capability highly preferred
- Strong clinical assessment and triage skills
- Strong client relationship skills
- Good organizational and time management skills
- Must be detail oriented; good verbal/written skills
- Must have two or more years of experience in psychologically assessing clients for mental health service needs
- Must be able to identify clinical risks and respond appropriately
- Must be familiar with required Medi-Cal and LA County DMH documentation/service requirements, including definition of Medical Necessity
- Familiarity with basic Medi-Cal eligibility requirements for mental health services

**DUTIES & RESPONSIBILITIES:**



**All of the responsibilities listed below are considered essential functions of this position. Additionally, this position is expected to ensure adherence to the core operating values and the strategic direction of the agency.**

1. Manage and track all FSP referrals, routine SRTS updates, client enrollments, EHRS admissions, FSP OMAs, client transfers, and client disenrollment
2. Assist and track FSP ICCs and Therapists ensuring timely completion of the Outreach and Engagement and Intake processes, and may be required to conduct both as needed
3. Enter clients into electronic health record system (EHRS), link clients to the county records system IHBIS, track client status, update SRTS, and communicate with LAC DMH and other relevant referring parties
4. Maintains all DMH referral channels such as SRTS, Whole Person Care, FSP Admin
5. Open mental health clients into Department of Mental Health Integrated Behavioral Health Information System (IBHIS)
6. Provide and support a variety of clinical administrative needs
7. FSP Team Lead shall be available to assist staff with crisis situations during work hours and participate in the after-hours LPS on-call rotation shedule
8. Ability to manage multiple, competing priorities successfully with minimal guidance
9. Knowledge and administration of appropriate documentation to approve psychiatric services; communicate with pharmacies; manage psychiatric charts as needed
10. Promote and emphasize trauma informed care knowledge and utilization by staff
11. Ensure that all clinical documentation is completed according to agency, CARF, LACDMH standards and agency policy guidelines
12. Maintain standards of confidentiality
13. Maintain positive work relationships in a respectful and collaborative manner
14. Maintain good communication to ensure others have necessary information
15. Sensitivity to working with a culturally diverse population
16. Good computer literacy skills; utilize computer applications in a Windows environment such as Microsoft Word and Excel
17. Attend regularly scheduled agency wide meetings, utilization review meetings, community and other meetings as required or assigned
18. Conduct all functions in accordance with agency guidelines, policies and procedures
19. Comply with applicable agency contracts, professional licensing or certification requirements and ethics
20. Arrange work schedule or required hours to the benefit of the program with the approval of Supervisor
21. Perform other assigned duties that may be necessary or in the best interest of the agency



**EQUIPMENT OPERATED:** Computer, telephone, fax, copier, and automobile.

**Confidentiality and Privacy**

Adheres to all legal parameters for ensuring and maintaining clients' confidentiality including HIPAA, State and Federal laws.

**Knowledge, Skills and Abilities**

Analytical Ability	Teamwork	Problem solving	Quality Management
Technical Skills	Interpersonal Skills	Excellent oral & written communication	Delegation
Business Acumen	Professional Demeanor	Strong Ethics & Judgment	Motivational skills
Must be adaptable	Excellent Attendance & Punctuality	Dependable	Takes initiative
Time Management	Leadership	Flexibility	Enthusiasm
Appreciation of Diversity	Organizational skills	Detail oriented	Professional Appearance and demeanor

*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas.*

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The Village Family Services (The Village/TVFS) is an internationally accredited, leading bilingual family wellness organization that provides culturally sensitive, trauma-informed mental health, homeless and foster care services to thousands of Los Angeles County's most vulnerable and underserved children, youth, and their families. We specialize in helping LGBTQ and transition age youth who are in crisis and are recognized for our community response for ending youth homelessness.

***To apply, please email resume along with cover letter to [hr@thevillagefs.org](mailto:hr@thevillagefs.org) with subject line FSP Team Lead.***