

## MYPAC Supervisor

### Jackson Campus

**General Job Summary:** The Mississippi Youth Program Around the Clock (MYPAC) Supervisor reports to the Clinical Services Supervisor providing direct supervision, guidance and overall support of the MYPAC Team. The MYPAC Supervisor shall also ensure that high quality MYPAC services are delivered to client and family, as well as carry a reduced caseload as needed.

**Essential Functions:**

- Coordinates caseloads of Wraparound Facilitators, provides supervision of service delivery according to Wraparound process and carries a reduced caseload as needed.
- Reviews MYPAC referrals, prior authorizations and submits final authorization approvals.
- Works closely with MYPAC Team members to provide them with support, feedback and guidance in the implementation of treatment.
- Responsible for the ethical application of high fidelity wraparound services and operates in accordance with all pertinent rules for Wraparound/MYPAC programs.
- Reviews MYPAC weekly billing notes and works closely with team to ensure efficient and timely submission.
- Represents the MCH MYPAC program in the communities, with referring agencies and their staff, and builds positive and collegial working relationships with many other community agencies.
- Conducts and leads weekly MYPAC Supervision Meetings.
- Provides clinical recommendations regarding the psychological needs of clients.
- Hires, trains and supervises all Wraparound Facilitators.
- Ensures all clients receive MYPAC services within required timeframes.
- Participates in the development of MYPAC objectives and outcomes.
- Assists in staff development related to therapeutic intervention and skill development.

**Qualifications:**

**Knowledge & Experience**

- Must be twenty-one (21) years of age
- Must have a Master's Degree plus two (2) years of experience working with Wraparound process.
- Must have a current, unrestricted, Mississippi license (LCSW/LPC/LMFT/MDMH Certification)
- Must have a working knowledge of complex trauma and evidenced-based treatments.
- Must demonstrate competence in writing program materials, completing reports and assisting with preparation of reimbursement documents related to payment for services provided.

**Skills/Working Conditions:**

- Must maintain valid Driver's License and an acceptable driving record.
- Must be insurable by Methodist Children's Homes insurance carrier.
- Must be able to work flexible schedule and shifts including overnights, weekends, holidays and extended periods of time.
- Must be able to work in a fast paced, high pressure, high stress environment.

**Physical Requirements**

- Must provide a negative drug screen result prior to employment.
- Must pass a pre-employment physical and TB test and on-going physical assessments as required
- Have the ability to demonstrate organizational, management, and leadership skills.

- Have the ability to generate multiple solutions to meet the changing needs of clients, staff, and communities
- Have the ability to communicate professionally, in both verbal and written formats, with consumers, including, but not limited to parents, supervisees, colleagues, and community service providers.
- Regular attendance at primary worksite and agency related events.
- Have the ability to work overtime.
- Have the ability to comprehend and produce accurate program documentation, including, but not limited to correspondence.
- Have the ability to perform physical demands associated with daily operational functions, property management, and client interactions, such as standing bending, lifting, participation in physical activities, facility cleaning (interior & exterior) and maintenance, cooking, shopping, supplies inventory, and other rotating assignments.

**I HAVE READ AND UNDERSTAND MY JOB DESCRIPTION**

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Employee Signature

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Date