



Role: Qualified Professional
Department: Operations
Job Code: Full-Time
Location: Partially Remote
Reports to: VP Operations and Special Projects
Pay Grade: \$50-60,000 annually
FLSA Code: Exempt
Employees Supervised/Directed: up to 8

About the Job

Essential Functions of the Qualified Professional

Crandell's Enterprises Inc (CEI) is North Carolina's #1 group home health care company, is currently searching for a Qualified Professional (QP). The Qualified Professional (QP) role is part of the health care team in Pitt County and Wake County.

The QP provides direct or general care to mental health patients from admission through discharge under the direction of a supervisory Qualified Professional (QP) and within the parameters of the state licensing board. The QP Director manages other QPs who assist paraprofessionals with their patients, patients' families, staff and other support staff to ensure the delivery of safe, quality care in alignment with the mission and vision of CEI.

Qualified Professional Role

A QP typically works in mental health, substance abuse, and developmental disability services, acting as a coordinator or supervisor for patient care. Duties may include:

- Supervise the daily activities of the House Managers (HM), Companion Aides (MH CA), and/or Certified Peer Support Specialist (CPSS).
- Provide training, assessments, or service directives; and supervision and intervention techniques to improve client outcomes.
- Provide input employee performance evaluations along with disciplinary recommendations to the QP.
- Supervise and oversee Paraprofessional and CPSS staff schedules.

Qualified Professional additional responsibilities include:

- **Patient Assessment and Planning:** Assessing clients' needs, developing, and implementing individualized service plans.
- **Monitoring and Documentation:** Ensuring accurate and thorough documentation of care, tracking client progress, and maintaining up-to-date case files.
- **Client Advocacy:** Acting as a liaison between clients, families, and healthcare providers to advocate for client needs and ensure access to services.
- **Compliance and Reporting:** Ensuring services comply with relevant regulations and standards, preparing reports, and participating in audits as necessary. Oversee implementation of Supervision and Activity Plan for CPSS, House Manager, MH CA.



- Attend and coordinate weekly training according to the supervisor and scheduling.
- Attend and coordinate required staff training according to the NCDHHS requirements.
- Meet and provide brief assessment of new admission within 72 hours of client admission.
- Communicate and document caseload interactions within 30 days of intake and every 90 days thereafter (minimum)
- Review client charts at minimum of 2 days per week
- Submit Monthly Client and Staff Reports.
- Attend weekly caseload review and provide supplemental information to the clinical team. Assist with data compilation for Surveys.
- Additional POC (point of contact) during crisis, accident, or incident.
- Provide assistance with daily documentation, Lauris inputs and monthly reports.
- Review and discuss progress notes and goals with the clients.
- Review personal care plans with staff.
- Coordinate and/or attend Treatment Team meetings and provide updates and feedback.
- Adhere to Company policies and procedures.

Qualifications for the Qualified Person

- Minimum Education: Human Services Graduate level degree
- Minimum Experience: 1 Year in Mental Health, Social Service
- Minimum Field of Expertise: 2 years' experience
- Preferred Education: MS in human services or related studies

SKILLS:

- Ability to work independently and exercise discretion with confidential matters.
- Communicate verbally and in writing with others to gather information.
- Proficient in MS Word.
- Ability to communicate effectively and efficiently across the organization

Pay, Benefits and Perks for a QP

- Healthcare Options - Medical, Dental, Vision, Life and other voluntary insurances
- 401(k) Retirement plan with company-matched contributions after 1 year of employment
- Earn PTO+ for every quarter of perfect attendance

All are welcome!

CEI values a diverse and culturally competent workforce. We are proud of our commitment to being an equal opportunity, affirmative action organization that does not discriminate against applicants on the basis of any protected class status, including disability status and protected veteran status. Individuals with diverse backgrounds and those who promote diversity and a culture of inclusion are encouraged to apply.



EEO Statement

Our facility provides equal employment opportunities. We are committed to complying with all state, federal, and local laws that prohibit discrimination in employment, including recruitment, hiring, placement, promotion, transfers, compensation, benefits, training, programs, reductions in workforce, termination, and recall. Our facility strives to provide equal opportunity for employment to all individuals who are properly qualified and able to perform the duties of their employment, without regard to employees' legally-protected characteristics ("protected class") including: age, sex, race, color, creed, religion, national origin, ancestry, citizenship, marital status, pregnancy, medical condition, physical or mental disability, sexual orientation, gender identity, sex stereotyping, or genetic information.