



Critical Time Intervention Specialist Job Description

Position: Critical Time Intervention Specialist	Critical Time Intervention Specialist Name:
Supervisor Name:	Street Address, City, County
Director Name:	Other:

I. A. PURPOSE OF POSITION:

Critical Time Intervention (CTI) is a time-limited intensive case management model designed to assist adults age 18 years and older with mental illness who are going through critical transitions, and who have functional impairments which preclude them from managing their transitional need adequately. CTI promotes a focus on recovery, psychiatric & physical rehabilitation, and full community inclusion.

Critical Time Intervention (CTI) is a structured, nine-month intervention that provides support to people during and after a transition to community living from shelter, hospital, or other institutional setting, with the primary goal of preventing a return to homelessness and other adverse outcomes. The individual receiving CTI largely drives the direction of the service by establishing goals that may include: housing, employment, access to mental health, substance abuse and medical treatment, access to benefits, improving family and social support, budgeting and money management, and building independent living skills.

CTI is intended to be an individual community-based service requiring frequent contact to build/re-establish a trusting, meaningful relationship to engage or re-engage the individual into services and/or assess for needs. The service is designed to:

- Promote recovery, hope, and empowerment
- Assist with locating and maintaining stable housing
- Assess for and provide linkage to the appropriate supports
- Identify methods to maximize independent living skills
- Assist in accessing benefits and appropriate formal services
- Assist in identifying and linking to informal community supports such as social networks and improved family relationships
- Reduce frequency and duration of hospitalizations
- Reduce frequency of Emergency Department visits
- Reduce utilization of crisis services
- Reduce criminal justice system involvement and days incarcerated
- Provide continuity of care regardless of life circumstances or recovery environment
- Improve compliance with medication
- Promote harm reduction, linkage to recovery treatment, and support sustained recovery maintenance

It is not treatment, like ACTT or CST. It is an evidence-based practice there are four core principles that define CTI and set it apart from other services:



Critical Time Intervention Specialist Job Description

- Focuses on a critical transition period, and is time-limited
- Enhances continuity of care and prevents recurrent homelessness, frequent use of Emergency Departments (ED), crisis services, and psychiatric hospitalizations
- Identifies and strengthens formal and natural community supports
- Complements rather than duplicates existing services by creating, as needed, alternative pathways to care and services for those unable to access services through traditional structures

Individuals eligible for CTI may be navigating transitions which include the following:

- Discharge from psychiatric inpatient settings
- Release from correctional settings
- Transition out of foster care settings into adult services
- Transition from homelessness into housing
- Transition from highly structured residential settings, such as adult care homes, into independent living

Functional impairments should include Three or more of the following:

- Inability to navigate systems
- Difficulties in maintaining emotional controls
- Ineffective communication skills
- Disorganization
- Poor judgment and decision making skills
- Observable manifestations of mental illness
- Difficulty managing physical health conditions
- Not connected to a community provider
- At risk of homelessness or homeless
- Lack of positive social support/natural supports network
- Inadequate daily living skills
- Underemployment or unemployment
- Substance Use

As an evidence-based practice there are four core principles that define CTI and set it apart from other services:

1. Focuses on a critical transition period, and is time-limited
2. Enhances continuity of care and prevents recurrent homelessness and hospitalizations,
3. Identifies and strengthens formal and natural community supports
4. Complements rather than duplicates existing services by creating, as needed.

CTI services typically begin before an individual is discharged from a hospital, adult care facility, or other institution in order to begin to build a working relationship prior to discharge. CTI services might also begin with an individual who is service avoidant in need of outreach, engagement, and supports essential to their wellbeing and functioning while in transition to more traditional services and supports.



Critical Time Intervention Specialist Job Description

CTI is divided into three phases, lasting about three months each.

- Phase 1: Transition – In this phase the Implementation of the transition plan while providing emotional support. In this phase there is frequent contact with the individual in the community with a focus on active engagement with behavioral and physical health services and identifying and addressing housing needs. During the Transition phase goals are identified in a person-centered process and implemented in a highly individualized manner to address immediate needs related to the critical transition.
- Phase 2: Tryout – During the Tryout phase, Facilitate and test consumer’s problem-solving skills and capacity of the support system. CTI supports an individual’s engagement and effective participation in their own naturally occurring community supports and formal system of care.
- Phase 3: Transfer of Care – During this phase CTI promotes the transfer of services to other service providers and natural supports as well as remains available to solve problems in collaboration with providers and natural supports prior to discharge from CTI services.

B. WORK SCHEDULE: Work schedule will vary per assigned client needs.

C. PROGRAM REQUIREMENTS:

No CTI team member who is actively fulfilling a CTI team role may contribute to the staffing ratio required for another service during that time. When fulfilling the responsibilities of CTI services, the staff member shall be fully available to respond in the community.

The number of staff on the team is flexible, as long as caseload ratios are observed and the maximum caseload for a team does not exceed a total of 70 individuals being served. The maximum caseload ratio for a full-time CTI worker is 1:20. The maximum caseload ratio for a full-time fieldwork coordinator is 1:10. A CTI team may have a total of four staff serving a total of 70 individuals. Due to the varying level of intensity of work during each phase, admission to the team should be staggered to maintain a caseload of individuals in who are in each phase.

II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES:

The Critical Time Intervention Specialist primary responsibilities are to provide direct care and coordination of services/activities based on program guidelines per service definition and client’s individual plan needs.

WORK ENVIRONMENT AND CONDITION:

The Critical Time Intervention Specialist will work in a variety of environments and settings. Critical Time Intervention Specialist must be able to work flexible hours.

TRAINING, KNOWLEDGE, SKILLS AND ABILITIES:

