

# **JOB DESCRIPTION**

**Children's Hope Alliance**

Status: Full-time (Exempt)

Position: **Licensed Outpatient Clinician/Community Based Therapist**

Reports to: **Managing Director of Community Based Services**

Date: 6/4/2018

## **Our Parent Company Mission**

To provide a safe healing journey for hurting children and families – creating hope now and in the future.

## **Summary**

The Licensed Outpatient Clinician who will provide services to adults and children who are seeking outpatient mental health and/or substance abuse services. The clinician will also perform duties associated with evaluations and treatment of children who have caused sexual harm and their families.

## **Principal Duties and Responsibilities**

- 1. Provide individual, family, and group therapy to clients using clinical models and modalities approved by the agency and the service definition for children and adults who are being referred to mental health and substance abuse services.
- 2. Conduct Comprehensive Clinical Assessments, trauma-screenings, comprehensive crisis plans and CESH evaluations.
- 3. Participate in program and activity planning related to therapeutic activities and treatment.
- 4. Participate in treatment planning and implementation including conducting/participating in clinical service teams, linking and referring clients/families to services, and other programming as described in the service definition or by program manager.
- 5. Provide support and training to clients and staff related to behavioral strategies and interventions through the use of evidenced-based models.
- 6. Participate in 24/7 on-call crisis response.

Core Competency: Analytical Skills

Therapist demonstrates an ability to review, interpret, and include client assessments in case conceptualization of treatment plan. Includes internal and external CCA's, PCPs, Medical Evaluations, and Psychological Testing.

How will competency be measured? At hire review of staff member's first client admission for evidence that inclusion of collateral information is included in client assessment, progress notes, and treatment plan. Annual review of 5 client records for evidence that inclusion of collateral information is included in client assessment, progress notes, and treatment plan.

## ***Administrative Duties***

- 1. Complete documentation required including progress notes, treatment plans, service authorization requests, and clinical intakes at co-location offices when applicable.
- 2. Submit clinical assessments, clinical addendums, internal transfer documentation, clinical conference notes, and client discharge paperwork within designated time frames set by outpatient manager.
- 3. Manage and maintain productivity of 26 billable units per week.
- 4. Utilize EHR to track client engagement.
- Provide clinical oversight to QP and work collaboratively with other TASK therapists.
- On call and available for clients and families 24/7
- Work a 40 hour non-structured workweek.
- Advocate for client and family with schools, court and other social service agencies as needed.
- Provide training and consultation to community as needed.
- Provide weekly updates to court counselors on all clients.
- Following the TASK model and adhering to model fidelity

All employees have the following expectations:

- *Mission:* Contribute to and enhance company mission
- *Organization:* Prioritize and plan work responsibilities appropriately
- *Professional Development:* Attend and/or successfully complete all required trainings and meetings
- *Timeliness and Accuracy:* Perform quality work within given deadlines and expectations with or without direct supervision
- *Professionalism:* Comply with all applicable policies, practices, and procedures; report all out-of-compliance and unsafe activities to supervisor; interact professionally with other employees, volunteers, families, children, and the community
- *Teamwork:* Serve effectively as a team contributor on all assignments
- *Communication:* Utilize effective communication skills both verbally and in writing; provide effective feedback and is receptive to feedback
- *Leadership:* Work independently while understanding the necessity for communicating and coordinating work efforts with other appropriate individuals
- *Cultural Competence:* Is sensitive to the cultural, ethnic and religious views of the children and families served, and in community and public contact.

### **Education and Experience Requirements**

- The position requires a Master Degree in a Human Service or related field plus one year of experience with a similar population. The position also requires a valid full NC licensure (LCSW, LMFT or LPC and LCAS.)
- Requires knowledge and the ability to practically implement mental health regulations and clinical services.
- Requires effective communication, decision making, analytical, interpersonal, leadership and professionalism skills and abilities.
- Must have basic computer and math skills.
- Must have a valid North Carolina's Driver's License.  
Must submit to and pass pre-employment drug screening, criminal, HCPR and driving checks.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, handle or feel objects, tools, or controls, talk, and hear. The employee is frequently required to reach with hands or arms, stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specifics vision abilities required by this position include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

### **Acknowledgement**

I have read the above job description and understand the position requirements and job responsibilities. I have had the opportunity to ask questions and seek clarification regarding the expectations. I understand that nothing in this or any other document is a contract for employment and that all employees are employed at-will.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date