

Haven House Services Job Description

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| Title: Licensed Clinical Assessor | FLSA Status: Exempt | Employment Status: Full-time |
| Reports To: Director of Programs | Department: Juvenile Assessment Team | Last Evaluated: 4/15/21 |
| Location: Main office | Supervisory Responsibilities: Interns | |
| <p>Summary</p> <p>Responsible for the successful completion of clinical assessments and assisting in follow up of tasks related to connecting youth to recommended services. This position will fulfill all duties pertaining to the successful completion of assessment services for juvenile justice involved youth and youth in the Wake County Detention Center. This position will be an active participant in all stakeholder groups working to address the needs of youth referred for assessment and in satisfying all duties assigned to the Assessment Team.</p> | | |
| <p>Specific position duties and responsibilities:</p> <ul style="list-style-type: none"> • Conduct screenings, and clinical assessments; schedule appointments for clinical assessments at times that are convenient for families (including non-traditional work hours) • Make every attempt to successfully reach all youth referred for assessments including providing transportation for families when needed • Work closely with referred youth and his/her family and all relevant stakeholders to coordinate all efforts that will support the completion of the clinical assessment • Ensure all key stakeholders are kept informed of all progress made from point of referral to point of assessment completion and recommendations made. Follow up with families to ensure connection to recommended services • Participate in all scheduled JJBH meetings and provide ongoing support and consultation to the MH/SA service provider network that are serving youth in the juvenile justice system; engage in discussion of noted needs of this population and actively participate in problem solving efforts • Assist with collecting outcome data to DJJ, JJBH and Alliance Behavioral Health care in a manner that fully ensures transparency, all in efforts to ensure that court involved youth are served in the mostly timely/responsive and clinically appropriate manner • Provide ongoing support and consultation to juvenile court counselors and detention center staff regarding court involved youth and presenting with MH/SA needs; ensure that court counselors and detention center staff have ready access to program staff, are able to make referrals for assessment efficiently and are knowledgeable of all outcomes post submission of referrals • Maintain appropriate contacts with regulatory agencies and community referral sources and collaborate as needed • Participates in all agency training, program training, supervision, and consultation activities <p>General agency duties and responsibilities:</p> <ul style="list-style-type: none"> • Completes all required trainings • Participates in agency outreach and fundraising events • Demonstrates a willingness to assist in other agency programs as needed • Acts as a custodian and demonstrates responsible and ethical use of agency property and facilities • Displays sensitivity to the service population's cultural and socioeconomic characteristics • Strives to embody the agency's Code of Ethics while working towards the agency's Mission • Learns and demonstrates Agency-wide Competencies including the areas of consumer and community relationships, continuous individual and agency-wide improvement, vision and purpose, respect and teamwork and positive leadership • Learns, develops, and models Positive Youth Development core competencies resulting in capacity to contribute to the mission of Haven House Services and be a resource to our youth and families, other partner organizations, and our community | | |

- Other duties as assigned

Minimum qualifications:

- Master's degree in clinical field from an accredited institution
- Licensed or provisionally licensed clinicians (LCSW, LCMHC, LCAS, LMFT with a minimum of two years of experience with adolescent substance use and mental health treatment

Knowledge, skills and abilities:

- Must demonstrate strong clinical counseling and assessment skills.
- Strong preference for knowledge of the NC Juvenile Court System and local community resources
- Experience with client documentation and file management
- Strong written and verbal communication skills

Other requirements:

- Valid North Carolina Driver's License and satisfactory driving record
- Personal vehicle for use in conducting home visits and/or transporting clients in the event agency vehicles aren't available
- Proof of current/valid car insurance
- Acceptable background report
- Negative drug screen results

Work environment:

- Flexible schedule to include evening and weekend hours
- Culture of care and wellness in the office
- Potential exposure to bloodborne and/or airborne pathogens

Employee printed name: _____

Employee signature/date: _____

Supervisor printed name/date: _____

Supervisor signature/date: _____