

JOB DESCRIPTION

Children's Hope Alliance

Status: **Full Time (Exempt)**

Position: TASK Senior Clinician

Reports to: **Director, Community Based Services**

Date: 2021

Our Parent Company Mission

Hope, Health and Healing for Generations.

Summary

This position provides clinical oversight of and consultation to TASK staff in coordination with the Director. This position will ensure that clinical staff are adhering to the TASK model through training and supervision.

Principal Duties and Responsibilities

Clinical Responsibilities

- Provide oversight and consultation to TASK Staff, ensuring their clinical adherence to the TASK model.
- Provide appropriate, regular and timely clinical supervision to TASK Staff.
- Provide 24/7 support to TASK Clinicians and serve as a backup clinician on-call for TASK clients.
- Assist clinicians in crisis situations by aiding in their evaluation and development of a plan to reduce the likelihood of a recurrence.
- Provide hands-on and face-to-face training for TASK Staff by attending, co-facilitating and monitoring the content and process of individual, family and group therapies.
- In collaboration with Director, assist in providing clinical training to TASK Staff.
- Review and edit Staff's clinical documentation, including but not limited to: CESH, CESH addendums, CCAs, CCA addendums, notes, treatment plans, discharge summaries, assessments, life plans and stage applications to program standards.
- Support Staff in exploring appropriate external referrals for step-down, lateral and higher level of care services.
- Assist Staff in interpreting the TOP and incorporating it into Treatment.
- Assist Staff in the community (CFTs, community meetings, etc.) when support is warranted.
- Some Senior Clinicians will provide direct care services as part of their own caseload.

Programmatic Responsibilities

- Aid Staff and Director in advocating for the youth and the program in various community settings including but not limited to schools, JCPC and JJTC. Also assist with providing training to the community.
- Responsible for securing funding contracts in relationship with the Director.
- Work with TASK Director to develop and implement a consistent clinical consultation system.
- Work with Centralized Scheduler and Director to supervise caseloads and referrals.
- Discuss referral prospects with various referral sources and assist Centralized Scheduler and Director in obtaining required documentation for complete referral.
- Ensure TASK Staff are reporting regularly to Senior Clinician and documenting as required.
- Assist in monitoring TASK Staff's utilization by providing consultation for TASK Staff for utilization issues pertaining to clients.
- Co-facilitate qualitative and compliance peer reviews with Director.

Program Specific Procedures and Professionalism

- Maintain mileage log and send to Director for approval by the 1st Thursday of the next month.
- Submit Business Credit Card Receipts with details to Director for approval by the 1st Thursday of the next month, staying within specified budget.
- Complete all trainings on time, to include Relias.
- Attend any required Skype calls or meetings.
- Attend monthly staffings.
- Attend quarterly staffings.
- Complete all notes within Medicaid standards.
- Provide 24-hour on-call support to clients and families and ensure that all methods of communication (i.e. phone voicemail, email) are reflective of emergency support contact information as required by program standards.
- Obtain coverage when taking PTO during the weekday or when unavailable on weekends.

- Maintain professionalism when handling client, parent, stakeholder and/or community concerns.
- Engage in supervision with Director monthly and on an as-needed basis.
- Other duties as specified by Director.

Supervision Responsibilities:

- TASK Senior Clinician will provide clinical oversight to TASK Staff. TASK Director will retain formal supervision responsibilities of TASK Staff.

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

Education and Experience Requirements

- Master’s Degree in related human services field and two years post degree direct experience with child/adolescent mental health population.
- Licensed in the state of North Carolina as either an LPC, LCSW or LMFT.
- Minimum of one year supervisory/management experience preferred and must possess skill set to provide supervision and oversight.
- Requires knowledge and the ability to practically implement mental health regulations.
- Must have working knowledge of TASK Model.
- Must be culturally sensitive to children and families and support cultural diversity throughout the program.
- 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.

Employee Signature

Date

Supervisor Signature

Date