

## Haven House Services Job Description

<b>Title:</b> Clinician	<b>FLSA Status:</b> Exempt	<b>Employment Status:</b> Full-time
<b>Reports To:</b> Director of Programs	<b>Department:</b> CHS	<b>Last Evaluated:</b> 7/6/21
<b>Location:</b> Wrenn House	<b>Supervisory Responsibilities:</b> No	
<b>Summary</b> Responsible for delivery of clinical interventions and support services for the agency's Crisis and Homeless Services.		
<p><b>Specific position duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Coordinates admissions and discharges for youth seeking services at the shelter; oversight of compliance with all related documentation requirements, working closely with shelter staff to ensure records are complete</li> <li>• Responds to crisis calls</li> <li>• Schedules and completes comprehensive clinical assessments, bio psychosocial and supplemental assessments and service plans for youth in care</li> <li>• Delivers counseling services to youth in the shelter, as well as youth in TIP and SO programs (individual and family)</li> <li>• Leads the coordination and delivery of life skills group activities in accordance with program policies and procedures</li> <li>• Works closely with the Youth Care Specialist to provide case management services to youth in care, to include but not limited to, maintaining school connections, coordinating appointments and facilitating referrals to resources and supportive services that align with recognized best practices.</li> <li>• Administer medication in accordance to agency policies.</li> <li>• Works collaboratively with program staff and Director(s) to ensure youth are successfully connected to supportive services when external referrals are made</li> <li>• Works collaboratively with all stakeholders, ensuring youth needs are addressed and all are working to support youth's exit to safe and stable housing at time of discharge</li> <li>• Works closely with the Youth Care Specialist and Operations Coordinator in supporting the development of house activities and staffing schedules, and identifying program spending needs</li> <li>• Provides shift change transition communication</li> <li>• Responsible for the aftercare process, ensuring all contacts with discharged youth are conducted in a timely manner according to program guidelines and policies and procedures</li> <li>• Provides clinical support, learning opportunities, and supervision for university-based interns</li> <li>• Keeps accurate documentation of all clinical and supportive tasks, to include meeting all internal and regulatory guidelines related to record management</li> <li>• Enters/tracks required data and provides support to the Director(s) in data management efforts</li> <li>• Collaborates with accounting staff in all matters that will facilitate the billing process for billable services</li> <li>• Participates in the agency's weekly case review process, lending clinical support and expertise as needed</li> <li>• Complies with all record management requirements, working closely with the Youth Care Specialist and Operations Coordinator to ensure records are in compliance</li> <li>• Rotates on call coverage responsibilities</li> <li>• Provides program representation for Triangle Rapid Response Team</li> <li>• Provides transportation and meal preparation support, as needed</li> </ul> <p><b>General agency duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Completes all required trainings</li> <li>• Participates in agency outreach and fundraising events</li> <li>• Demonstrates a willingness to assist in other agency programs as needed</li> <li>• Acts as a custodian and demonstrates responsible and ethical use of agency property and facilities</li> </ul>		

- 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
- At a minimum provisionally licensed and working towards licensure, such as Clinical Social Work (strongly preferred)
- Two years of experience with adolescents and families

**Knowledge, skills and abilities:**

- Knowledge of the mental health and substance use systems, NC Juvenile Justice System, local community resources
- Strong clinical counseling and assessment skills
- 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
- Post-offer employment physical and TB per licensing standards
- Post-offer employment federal and state fingerprint checks

**Work environment:**

- Evening and weekend hours required as needed
- Willingness to work holidays and during inclement weather
- 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:** \_\_\_\_\_