

**POSITION ANNOUNCEMENT**

**TITLE:** Clinician/Group Clinician in Training

**STATUS:** Full-Time → Mon – Thurs (1pm-9pm) Friday (8am-4pm)

**LOCATION:** Akron, Ohio

**RESPONSIBILITIES:** With appropriate supervision, responsible for screening, assessment, treatment planning, education referral, documentation, etc. Through individual and group counseling, responsible for assisting clients in mobilizing their resources so they can participate in the exploration of a problem and its ramifications. Responsible for considering clients' attitudes and feelings and for developing alternative solutions to support informed decision making.

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**Essential functions of this job include, but are not limited to:**

Prepares and maintains a confidential, accurate, organized, and updated case file for each assigned client under appropriate supervision. Adheres to deadlines for documentation as outlined in the Training Manual.

Complies with documentation requirements as outlined in program policies, protocols, and procedures for activities (e.g., assessments, treatment plans, and treatment procedures) and in the preparation of required reports.

Assists supervisor/designee with determining a client's appropriateness for services using the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5) / ICD 10 criteria.

Assists with intake documentation as necessary (e.g., consent for treatment, consents to release information, initial assessment, etc.) and maintains this information in the electronic health record.

Effectively orients the client to the facility/program(s) as needed by providing information including, but not limited to: rule infractions that may result in termination, the hours of service availability, clients' rights and the grievance procedure, and costs for which he/she may be responsible.

Uses the appropriate forms and instrumentation to assess, under supervision, client's strengths and weaknesses and gathers relevant information pertaining to diagnosis, prognosis, and treatment recommendations.

Develops in collaboration with the client, and under supervisory direction, an Individualized Treatment Plan that addresses identified problems and needs associated with their substance use disorder. During the Treatment Planning process, ranks problems identified in the assessment,

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establishes immediate and long term goals, and determines the treatment intervention(s) and resources to be utilized.

Assists the client with Treatment Plan. Reviews it related to new goals, objectives, interventions, and activities, as indicated, and determines the treatment process and resources to be utilized.

Identifies and explores problems and their ramifications with attention to the client's associated attitudes and feelings. With the client's participation, examines alternative solutions and develops plans of action.

Coordinates the delivery of service provisions. Acts as an advocate in accessing other needed services.

Identifies and responds to crises that may negatively impact treatment and where possible, uses the negative events to enhance treatment efforts. Initiates contact with Crisis Intervention Counselor, as indicated, for support and/or intervention.

Becomes proficient and adheres to the Agency's treatment philosophy which incorporates Cognitive Behavior Management (CBT), Contingency Management, and Self Help meetings.

Becomes proficient in the delivery of the approved curriculums and maintains the integrity and fidelity of the curriculum.

Maintains familiarity with current and available community resources and their limitations, the procedures for making referrals, and the confidentiality requirements inherent to the referral process so that community resources are used to benefit clients.

Recognizes the need for case consultation with supervisors by participating in case reviews, maintaining contact with referring professionals, and seeking assistance in matters that exceed the Clinician/Group Clinician in Training's level of expertise and/or scope of practice.

Identifies program needs and suggests improvements to the Clinical Coordinator, Clinical Administrator, and/or Clinical Director.

Provides coverage of Intensive Outpatient services as needed and based upon the Clinician/Group Clinician in Training's level of expertise.

Attends Individual Case Reviews.

Manages time and organizes work demands appropriately.

Maintains ability to type/use computer and all programs implemented by the Agency including but not limited to those maintaining electronic health records.

Navigates internet effectively to search for accurate criminal history of clients for verifications.

Maintains professional training in order to complete licensure examination and receives license within expected timeframe.

Maintains licensure and/or certification required for job assignment.

### **FEDERAL PROGRAMMING ONLY**

Receives, maintains and disseminates communications to, from, and between Bureau of Prisons (BOP), Community Treatment Services (CTS), United States Department of Corrections (USDC), United States Pretrial Services and Probations Office (USPSPO), Summit Psychological (SUMMIT), and TMRC/SHARP. Communications include, but are not limited to: Federal Case Numbers Spreadsheets, referrals, schedules, inmate sign-in logs, medication monitoring, individual counseling MPRs, UDS collections, and chain of custody forms.

Manages and logs referrals to, from, and between CTS, USDC, and SUMMIT.

Creates and disseminates schedule either (1) CTS inmates with/to TMRC/SHARP or (2) SUMMIT clients with/to caseworkers.

Observes, monitors, and addresses any CTS or USDC billing issues with the points of contact.

Creates and maintains ongoing current report detailing current CTS clients scheduled for specific group and success rates of CTS clients.

Creates and sends timely quarterly USDC reports detailing all USPSPO clients, discharged clients, and supporting reason of discharge.

Maintains and sends all UDS sign in logs for USPSPO clients housed at TMRC/SHARP to USPSPO monthly.

### **COMMUNICATION AND INTERPERSONAL SKILLS**

Facilitates and maintains productive communication while maintaining a professional, prosocial relationship with clients and employees.

Maintains appropriate boundaries with clients and employees as outlined in Agency Code of Ethics and other policies.

Expresses empathy regarding client situations as appropriate.

Recognizes antisocial thinking and behaviors. Addresses them immediately, positively, and in a non-threatening manner.

Acknowledges clients' prosocial behaviors and generates a reward report if warranted.

De-escalates potentially volatile situations between clients when necessary utilizing cognitive-based intervention strategies.

Effectively communicates pertinent information and interacts professionally with employees, visitors, guests, law enforcement, court, and safety personnel.

Effectively communicates pertinent information at shift change to co-workers and/or program management staff (e.g., client hospitalizations, suicide watches, federal incident reports, AWOL /escaped clients, unknown whereabouts).

Effectively acts as a representative of the Agency at court and community proceedings.

Acts as a resource to “team” members.

Maintains electronic and phone communication. Responds in a timely manner with courtesy and professionalism.

## **MODELING SKILLS**

Speaks positively about the program, Agency, and employees.

Speaks positively about programming, law enforcement, courts, and the law in general.

Displays prosocial thinking and prosocial behavior.

Demonstrates respect toward employees and clients.

## **KNOWLEDGE**

Assists clients in role playing difficult situations to achieve a more positive result.

Assists clients in efforts to problem solve.

Demonstrates an understanding of motivational interviewing skills.

## **SPECIAL CHARACTERISTIC**

Group Clinicians in Training are those clinicians who provide eight (8) hours or more of group services a week.

Clinicians in Training are those clinicians who provide less than eight (8) hours of group services a week.

A Clinician or Group Clinician in Training that does not hold licensure performs their job duties under the license of their supervisor. All documented client interactions must be cosigned by an appropriately licensed professional.

A Clinician or Group Clinician in Training performs his/her job duties under the license of his/her supervisor. All documented client interactions must be cosigned by an appropriately licensed professional.

## **OTHER**

Ensures clients' rights are upheld. Maintains client and staff confidentiality according to Agency policies and procedures; state law; and federal regulations to include Confidentiality on Alcohol and Drug Abuse Patients Records, 42 C.F.R. Part 2 and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 C.F.R. Parts 160 and 164.

Obtains required training hours on an annual basis.

Attends staff meetings and required training sessions.

Complies with all Agency security standards, including procedures and electronic equipment/devices.

This job description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other duties requested by his/her supervisor.

Regular work schedule of 40 hours per week.

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## **STRENGTH RATING/**

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

## **WORK**

**ENVIRONMENT:** While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**QUALIFICATIONS:** High School diploma or equivalent and CDCA (Chemical Dependency Counselor Assistant) or agreement to obtain CDCA within orientation period required. Current enrollment in an academic program that will prepare the candidate for certification or licensure as a chemical dependency professional. Must obtain LCDCH (or higher) within expected timeframe of assuming the position or candidate will not be qualified for position Maintains

the required certification in good standing. Must possess excellent verbal and written communication skills. Familiarity with regulations governing the disclosure of client information and storage of client records required.

Must be willing to adhere to the Counselor's Code of Ethics and demonstrate a positive attitude regarding the disease concept of addiction. The ability to establish rapport with chemically dependent individuals required. Must have the ability to effectively work with Agency employees, outside contacts, and a diverse client population.

**STARTING RATE:** \$17.00 - \$28.00 (depending on degree/licensure) per hour

**CONTACT:** Shelby Stiles, Clinical Recruitment Specialist

**Outside Applicants can:**

1. E-mail a resume to [ShelbyLStiles@orianahouse.org](mailto:ShelbyLStiles@orianahouse.org) OR
2. Fax a resume to: (330) 996-2233, attention Human Resources Department; OR
3. Complete a job application at 885 East Buchtel Avenue, Akron, OH 44305 (Monday through Friday, 8:00 AM to 4:30 PM)

**DEADLINE:** **Thursday, September 24<sup>th</sup>, 2020, 5:00 PM**

*Oriana House Inc., is an Equal Employment Opportunity Employer (including veterans, disabled, and other protected categories) and a Drug-free Workplace*