

JOB DESCRIPTION

JOB TITLE: Behavioral Health Clinician

JOB RESPONSIBILITIES: With appropriate supervision, responsible for screening, assessing, treatment planning, conducting education, making referrals, completing 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 while providing mental health and/or substance use disorder treatment. Responsible for considering clients' attitudes and feelings and for developing alternative solutions to support informed decision making.

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. Maintains the timeliness of 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.

Provides treatment services to adults, children (in applicable region), and adolescents in this generalist position.

Assists with intake documentation as necessary (e.g., consent for treatment, consents to release information, initial assessment, etc.) and maintains same 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 he/she they may be responsible.

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

Provides Psychiatric Diagnostic Evaluation without Medical services. Determines a client's appropriateness for services using the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5) / ICD 10 criteria.

Provides and recommends Individual, Family, and Group Psychotherapy based on empirically sound theories and techniques of counseling and psychotherapy.

Provides client evaluations and makes recommendations for appropriate behavioral health services in an accurate and timely manner. Communicates recommendations to appropriate staff.

Provides Therapeutic Behavioral Services (TBS), Community Psychiatric Supportive Treatment (CPST), and Psychotherapy for Crisis when necessary and deemed clinically appropriate.

Develops, in collaboration with the client, an Individualized Treatment Plan to address identified problems and needs associated with the DSM 5/ ICD 10 diagnosis rendered. During the Treatment Planning process, ranks problems identified in the assessment, establishes immediate and long term goals, and determines the treatment intervention(s) and resources to be utilized.

Assists the client in Treatment Plan reviews related to new goals, objectives, interventions, and activities, as indicated, and determines the treatment process and resources to be utilized. Updates treatment plan as indicated in Training Manual.

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.

Maintains familiarity with current and available Agency resources and programming including, but not limited to: the Agency's treatment philosophy which incorporates Cognitive Behavior Management (CBT), Contingency Management, Self Help meetings, and curriculums provided to the substance use disorder and criminal justice populations served by the organization.

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 Behavioral Health Clinician'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 Mental Health Treatment and/or Substance Use Disorder Treatment Services as needed and based upon the Behavioral Health Clinician'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.

Conducts effective internet searches for accurate criminal history of clients for verifications.

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

Maintains licensure and/or certification required for job assignment.

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

Understands and demonstrates knowledge of the differential needs of clients in special subpopulations.

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

A Behavioral Health Clinician who does not hold independent licensure performs his/her job duties under the supervision of his/her supervisor. When required, 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.

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

Obtains required training hours on an annual basis.

Attends staff meetings and required training sessions.

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.

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:

Minimum of a Bachelor's degree and LSW or LPC required. Master's degree and LISW or LPCC preferred. Maintains required licensure/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. Must have the ability to effectively work with Agency employees, outside contacts, and a diverse client population.

SUPERVISED BY:

Clinical Administrator, Clinical Manager, Clinical Director, or designee

SUPERVISES:

No One