

## **JOB DESCRIPTION**

**JOB TITLE:** Clinician/Group Clinician

**JOB RESPONSIBILITIES:** With appropriate supervision, responsible for screening, assessment, treatment planning, education referral, documentation, etc. Through individual and group counseling in all ASAM levels of care, is 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:**

Under appropriate supervision, prepares and maintains a confidential, accurate, organized, and updated case file for each assigned client. 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, treatment procedures), and in the preparation of required reports.

Determines a client's appropriateness for services using DSM-5-/ICD 10 criteria for substance use disorder.

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 they may be responsible.

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

Develops in collaboration with the client's Individualized Treatment Plans areas to address identified problems and needs associated with their substance use disorder. 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 clients' associated attitudes and feelings. With the clients' 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 currently 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 maximized used to effectively 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 IOP Treatment Counselor's- level of expertise and/or scope of practice.

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

Provides coverage of 1.0 Non-Intensive Outpatient services, as needed and based upon the IOP Treatment Counselor'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.

Recognizes and effectively addresses clients' anti-social behaviors in a group setting (e.g., sleeping, passing contraband, being disrespectful to another client, etc.).

## **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.

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

### **Essential Duties of a Senior Clinician**

Assists the Clinical Coordinator and/or Clinical Administrator in managing staffing adjustments.

Conducts MOCK group sessions for the purpose of teaching and coaching Substance Abuse treatment staff when directed by a supervisor. Informs employee's supervisor of any issues identified in training sessions.

Teaches, trains, and observes student interns as directed by a supervisor.

Models assessment skills, group skills, and individual counseling skills for other staff and student interns through direct observation of group and individual sessions when directed by a supervisor.

Facilitates teach-backs and follows approved format as instructed by the Clinical Administrator.

Assists the Leadership Team in the development, training, and oversight of the counselor peer mentoring program.

Assists in developing training plan for new employees. Assists with keeping the training manual current.

Keeps Clinical Administrator/Program Manager informed of programming, staff issues, and other issues as necessary and/or directed.

Conducts staff meetings and training sessions for treatment staff on substance abuse competencies. Coordinates with Staff Development department for training, brochures, etc.

Disseminates information to treatment staff regularly and in an effective manner.

Assists staff in program problem resolution.

### **DIP COUNSELORS ONLY:**

Conducts small and large alcohol and drug educational groups.

Evaluates Agency approved DIP screening instruments.

Conducts individual screening interviews with DIP clients.

Reviews and provides community referral for DIP clients with clients whose screening indicates a high probability of having a Substance Use Disorder, requiring a formal Substance Use assessment.

Monitors clients through their placement in the DIP program and provides assistance as needed.

## **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 CHARACTERISTICS**

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

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

A **clinician or group clinician** 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.

## **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:**

Associate's degree and CDCA certification required. LCDCIII, LSW, or LPC licensure preferred. Maintains the 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:**

Senior Clinician, Clinical Coordinator, Clinical Administrator, Clinical Director, or designee

**SUPERVISES:**

No One