

POSITION DESCRIPTION

CLASSIFICATION TITLE: Consumer Services Specialist V

POSITION TITLE: Clinician

General Statement of Responsibilities:

Under the supervision of a licensed clinician, this professional level (FLSA Exempt) position has the responsibility for the day-to-day provision of mental health and substance abuse clinical services operated under the direction of the Eastern Shore Community Services Board. Service provision will be to children, adolescents, and adults.

General area of responsibilities include:

- The day-to-day provision of MH/SA clinical services;
- Inter- and intra-agency coordination of consumer services; and
- Thorough documentation of services provided in accordance with applicable Medicaid, licensure, and agency regulations.

In carrying out position responsibilities the incumbent reports to and receives supervision from the MH/SA Coordinator. The incumbent is required to exercise sound ethical judgment, demonstrate initiative, exercise effective time management skills, maintain confidentiality, sustain intra- and inter-organizational working relationships, and develop and maintain sound, qualitative, well organized mental health and substance abuse clinical services.

MAJOR DUTIES:

- Assess mentally ill and/or substance abusing children, adolescents, and adults to develop individual treatment plans.
- Provide outpatient clinical mental health and substance abuse services to include individual and group counseling and structured programs for the community;
- Provide case consultation services to other human service agencies upon request;
- Provide timely and appropriate written documentation of services provided in accordance with Medicaid, state licensure, and ESCSB requirements;

- Develop strategies to sustain maximum direct service time utilization; and
- Perform other position-related duties as directed by the MH/SA Coordinator.

QUALIFICATIONS:

The incumbent must hold a related master’s degree, have position-related experience with the population served in an outpatient setting, and possess the following knowledge, skills, and abilities. Incumbent is responsible for adhering to the Continuing Education requirements and any other certification associated with their professional license.

Knowledge of: Mental illness and substance abuse and the treatment thereof; child and adolescent development; principles of case management and family systems dynamics; play therapy; principles/techniques of individual and group counseling; inter- and intra-agency coordination of services for children and adults with MH & SA disabilities.

Skill (s) in: Implementing behavioral, cognitive, and interpersonal therapy; problem solving; family systems; needs assessment; individual and group counseling; effectively coordinating inter- and intra-agency MH & SA services;

Ability (ies) to: Provide mental health and substance out-patient counseling services to the specified population; document services appropriately and in a timely manner; demonstrate initiative; maintain confidentiality; interface with local human services that may be of assistance in or have direct involvement with consumer services provision; sustain effective working relationships, and effectively communicate in oral and written form.

HIPAA Access Level: 2=access to all consumer information

ORGANIZATION LEVEL:

EXECUTIVE DIRECTOR

DIRECTOR OF CLINICAL SERVICES

COORDINATOR OF MH/SA OUTPATIENT SERVICES

CLINICIAN

SALARY &/OR HOURLY RATE RANGE: Classification Level X

EFFECTIVE DATE: October 6, 2009

POSITION DESCRIPTION CONTENT:

Job descriptions are not intended to be, and should not be construed to be, all-inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job.

While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary.

SIGNATURES:

Clinician Date

Coordinator of MH/SA Outpatient Services Date

Executive Director Date