

JOB DESCRIPTION #260

TITLE: Ancillary Support Professional

FUNCTIONAL TITLE: Clinician

REPORTS TO: Clinical Supervisor

BASIC FUNCTIONS: The Clinician develops and facilitates individual, couple, family and group counseling therapy under the direction of their supervisor. The duties of the Clinician are to maintain client records, monitor the implementation of treatment plans, attend ongoing trainings, complete assessments, and provide case management.

SCOPE: Provides clinical counseling assistance to mentally and/or emotionally disturbed clients, including recovering addicts, children, the chronically mentally ill, sexual abuse victims and/or other populations in need of counseling and their families.

QUALIFICATIONS:

- Upon hire, the Clinician, in accordance with the Department of Public Health regulation, shall possess a minimum of a Master's Degree in any of the following disciplines:
 - Psychology
 - Clinical psychology
 - Social work
 - Rehabilitative counseling
 - Medicine
 - Education-counseling
 - Psychiatric nursing
- Valid Driver's license, ability to drive and means of transportation
- Travel to other cities and towns may be required

SCHEDULE: This may be a full time or part time position with hours to be determined by the needs of the program.

RESPONSIBILITIES/OBJECTIVES:

- Investigate case situations and present information to members of the multidisciplinary team on client's family and social background pertinent to diagnosis and treatment.
- Provide ongoing counseling to clients.
- Maintain clinical documentation in compliance with state and federal laws and regulations, the requirements of various payer sources, and company policies.
- Develop appropriate treatment plans with clients, follow them, and update them as required by regulation, payer source requirements, and client need.

- Help clients respond constructively to treatment and assist in adjustment leading to and following discharge.
- Work directly in treatment relationship with patients, individually or in groups, in consultation with the Psychiatrist/Medical staff.
- Coordinate care with other treatment providers and makes appropriate referrals.
- Provide clients with appropriate education, including education on their rights as clients, confidentiality, program policies, HIV/AIDS, nutrition and other issues, as applicable.
- All other duties assigned by the supervisor, his/her superior, or the designee of either party.

EXPECTATIONS:

- To carry out all responsibilities professionally and effectively.
- To treat all individuals with dignity and respect.
- To have a commitment to assist individuals and families at risk.
- To work in harmony with other Seven Hills Behavioral Health staff.
- To work in harmony with Seven Hills Foundation.

PHYSICAL REQUIREMENTS: Must be able to sit for extended periods of time. Must be able to lift 10-15 lbs on occasion.

STATUS: Exempt

STATE CONTRACT CROSS REFERENCE TITLE: N/A

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date