

JOB DESCRIPTION

JOB TITLE: Clinician

STATUS: Non-Exempt

JOB SUMMARY

The Clinician reports to the Clinical Director and is responsible for providing high quality client care, displaying sound skills in assessment, psychodiagnosis, treatment planning, therapy (individual, group and family) and discharge planning. The clinician is expected to function as a member of a multi-disciplinary team.

DUTIES & RESPONSIBILITIES

1. Completes biopsychosocial assessments on assigned clients.
2. Conducts individual, group and family therapy sessions.
3. Conducts efficient client-centered discharge planning to ensure continuity of care.
4. Performs weekly concurrent utilization reviews.
5. Participates in weekly treatment planning activities.
6. Enhance referral development.
7. Performs utilization review functions, as assigned.
8. Provides clinical supervision, as assigned.
9. Other duties as assigned by supervisor.

ESSENTIAL REQUIREMENTS

1. Must be licensed as a mental health professional or be a registered associate in the state of hire.
2. Must possess valid driver's license

DESIRED QUALIFICATIONS

1. At least one year mental/behavioral health experience.
2. Experience with Electronic Health Record.
3. Excellent interpersonal skills (communication and listening) and a willingness to receive feedback

PHYSICAL DEMANDS

- Length of time sitting could amount to 1/3 to 1/2 of shift
- Length of time standing could amount to 1/3 to 1/2 of shift
- Ability to hear and speak to clients on the telephone and in person

EVALUATION CRITERIA

1. Completes psychosocial evaluations on assigned patients.
 - Displays effective interviewing, diagnostic and report writing skills.
 - Demonstrates proficiency in use of agency Electronic Health Record and other software applications.
 - Completes documentation per policy, procedural, and state guidelines.
 - Communicates to staff outcome of assessment.
2. Conducts individual, group and family therapy sessions.
 - Displays good theoretical knowledge of psychopathology.
 - Ability to demonstrate use of SMART goals.
 - Demonstrates high quality treatment technique for each type of therapy.
 - Demonstrates proficiency in use of agency Electronic Health Record and other software applications.
 - Completes group, treatment planning, and progress documentation within timeline.
 - Demonstrates firm understanding of various program curriculum.

- Demonstrates familiarity and understanding of company policies and/or procedures.
 - Demonstrates effective communication and presentation skills when conducting psychoeducation sessions.
3. Completes discharge planning to ensure continuity of care.
- Demonstrates ability to collaborate with clients, nursing staff, physicians and other employees regarding patient care.
 - Understands and demonstrates firm understanding of referral/placement processes and options for discharging clients.
 - Demonstrates understanding of company policies and procedures as they relate to discharge planning and continuity of care.
 - Collaborates with staff and any external resources regarding utilization review decisions to ensure continuity of care.
 - Demonstrates proficiency in use of agency Electronic Health Record and other software applications.
 - Completes discharge and continued care documentation on day of discharge.
4. Participates in weekly treatment planning activities.
- Attends weekly treatment planning for each client
 - works cooperatively as a member of the interdisciplinary treatment team
 - utilizes Case Consult sheet to discuss client's current status
 - prepares Mater Treatment Plan for review and attending physician signature
5. Performs initial and concurrent utilization review functions.
- Performs weekly concurrent utilization reviews for assigned clients.
 - review external records, chart information and group and psychiatrists' notes.
 - Demonstrates proficiency in use of agency Electronic Health Record and other software applications.
 - Completes concurrent review documentation weekly.

6. Enhance referral development.
 - Communicates with families and community organizations, as necessary

7. Performs utilization review functions, as assigned.
 - Conducts morning meeting, including sending agenda minutes to agency.
 - Demonstrates ability to provide initial review and concurrent review to insurance case managers to obtain initial authorization.
 - Maintains and updates software applications
 - Demonstrates proficiency in use of agency Electronic Health Record and other software applications.

8. Provides clinical supervision, as assigned.
 - Demonstrates ability to conduct group supervision; providing corrective feedback, teaching, emotional processing, and maintaining competence demonstrated by supervisees' general competence.
 - Demonstrates ability to conduct individual supervision; providing corrective feedback, teaching, emotional processing, and maintaining competence demonstrated by supervisees' general competence.
 - Maintains CEU's required to provide clinical supervision.

Employee Signature

Date