

## **CLINICIAN**

### **ESSENTIAL FUNCTION**

The Clinician provides individual, group, family, and collateral counseling to assigned caseload, as well as providing outstanding internal and external customer service.

### **ESSENTIAL DUTIES**

1. Provide outstanding internal and external customer service by communicating and interacting in a cordial, respectful, and professional manner. This includes, but is not limited to being prompt, pleasant, personable, focused, responsive, appreciative, and providing assistance within scope of position. This also includes consistently returning phone calls and e-mails within 24 hours and updating voicemail/out of office e-mail, as well as consistently using pleasant tone and having a helpful attitude. The incumbent is expected to consistently meet the outstanding internal and external customer service requirements for this position.
2. Attend necessary meetings in regards to new IMPACT Plus clients.
3. Complete necessary diagnostic paperwork for each client.
4. Meet client to provide face-to-face psychotherapy.
5. Meet with necessary contacts for IMPACT Plus client's meetings.
6. Travel to necessary homes and/or other destinations for face-to-face psychotherapy with IMPACT Plus clients.
7. Update client files with progress note each visit.
8. Complete psychosocial assessments.
9. Complete treatment plans and keep updated throughout client's psychotherapy treatment.
10. Maintain contact with client and/or client contacts through telephone conversations. .
11. Attend court hearings when necessary with clients.
12. Maintain accurate records in client files. .
13. Refer clients in need to agencies capable of helping with individual's circumstances.
14. Refer clients to doctors and/or psychiatrist as needed.
15. Confer with doctors and/or psychiatrist regarding client's medications and/or other needs.
16. Refer clients to inpatient hospitals and facilities as needed.
17. Attend trainings as required for mandated Continued Education Units.
18. Attend supervision sessions on a regular basis.
19. Attend all mandatory staff meetings.
20. Keep all certifications updated as required by certification boards.

21. Must adhere to mandated code of ethics as stipulated by your professional governing board of licensure.

#### OTHER DUTIES AND RESPONSIBILITIES

1. Market services to external resources as appropriate.
2. Participate in training designed to enhance job-related skills.
3. Provide community education as assigned.
4. Perform other duties, not inconsistent with qualifications and regular duties, as assigned.

#### ESSENTIAL KNOWLEDGE AND SKILLS

- Knowledge of counseling theory and a variety of modes of treatment
- Knowledge of family dynamics and dynamics of dysfunctional behavior, including sexual abuse, appropriate to population served
- Knowledge of alcohol and other drug abuse and addictions
- Knowledge of group treatment theories
- Knowledge of DSM-IV or latest revised edition
- Knowledge of appropriate billing codes
- Knowledge of non-violent crisis intervention techniques
- Knowledge of lethality assessment techniques
- Knowledge of DUI laws and evaluations, as appropriate
- Knowledge of ASAM criteria
- Knowledge of guidelines for confidentiality and professional ethics
- Knowledge of abnormal psychology
- Knowledge of human development/growth/behavior
- Knowledge of community geographical awareness and of community and agency resources
- Knowledge of inpatient treatment resources, including appropriate admission procedures
- Knowledge of psychotropic medications and medical terminology
- Knowledge of applicable regulatory guidelines and codes, agency policies and procedures, and federal and state laws.
- Knowledge of relationship between cultural competency and effective service delivery
- Skill in interviewing, assessment, and counseling
- Skill in written and oral communication
- Skill in customer service techniques
- Skill in establishing and maintaining interpersonal relationships with clients and staff
- Skill in problem-solving
- Skill in identifying and prioritizing treatment needs
- Skill in applying non-violent crisis intervention techniques and maintaining personal safety
- Skill in consultation and networking
- Skill in safe driving

#### OTHER KNOWLEDGE AND SKILLS

- Skill in stress management

#### RESPONSIBILITY

- A. Supervisory Controls: The Clinical Manager assigns work priorities, provides ongoing clinical supervision, and interprets and enforces policies and procedures.
- B. Guidelines: Board, Administrative and program policies, licensure, accreditation, statutory and regulatory standards restrict the Clinician's discretion on treatment assessment, services, and record-keeping. The Clinician has the prerogative to propose changes in practice, procedures and policies that affect the Clinical team.

## DIFFICULTY

- A. Complexity: Position is characterized by a series of complex tasks. Although routine is established setting certain tasks at certain times, the extreme variation in service recipient needs requires constant adaptation. Emergency situations occasionally disrupt routine operations and may require more complex responses.
- B. Scope & Effect: This job affects the physical, emotional, and psychological well being of service recipients. The agency depends on the Clinician II to appropriately provide clinical services which meet requirements set forth in external grants/contracts and meet requirements for third party reimbursement.

## PERSONAL RELATIONSHIPS

- A. Personal Contacts: Clinician has daily contact with service recipients, collaterals, and agency staff; regular contact with external referral sources, other service providers and advocates; and may have occasional contact with the Board of Directors and general public.
- B. Purpose of Contacts: Purpose of contact with service recipients is to provide psychotherapy and clinical services, assessment, non-violent crisis intervention, and brief therapy as needed, as well as consultation regarding these services. The purpose of contact with others is primarily to gather and exchange information.

## ENVIRONMENTAL DEMANDS

- A. Physical Requirements: The work is primarily sedentary, but requires skill in non-violent crisis intervention.
- B. Work Environment: Work is primarily performed in a community setting such as a service recipient home, school, etc. There is risk due to location of services and/or potential violence of service recipients in crisis.

## MINIMUM CREDENTIALS/REQUIREMENTS

Must meet Behavioral Health Professional (BHP) or Behavioral Health professional under clinical supervision (BHPUS) requirements.

BHP - 1) Psychiatrist, 2) Physician licensed in Kentucky to practice medicine or osteopathy, or a medical officer of United States government while engaged in practice of official duties, 3) Licensed Psychologist practicing in accordance with KRS319.050, 4) Certified psychologist with autonomous functioning or licensed psychological practitioner certified and practicing in accordance with KRS319.056, 5) Licensed clinical social worker practicing in accordance with KRS335.100, 6) Advanced Registered Nurse Practitioner licensed and practicing in accordance with KRS314.042, 7). Licensed marriage and family therapist practicing in accordance with KRS335.300, 8) Licensed professional clinical counselor practicing in accordance with KRS335.500, 9) Certified professional art therapist practicing in accordance with KRS309.130, 10) Certified alcohol and drug counselor practicing in accordance with KRS309.080 to 309.089

BHPUS - 1) Certified psychologist practicing in accordance with KRS319.056, 2) Licensed psychological associate practicing in accordance with KRS319.064, 3) Marriage and family therapist associate permitted and practicing in accordance with KRS335.300, 4) Certified social worker practicing in accordance with KRS335.080, 5) Licensed professional counselor associate practicing in accordance with KRS335.500.

Must have valid driver's license and good driving record, be able to successfully complete all required screening including required background checks, drug screenings, and TB testing.

Providers utilizing electronic health records and/or other automated/electronic documentation systems are required to have computer and keyboarding experience and skills or the ability to develop such skills within required timeframes in order to meet the level of proficiency set by the agency. Direct Service Providers utilizing electronic/automated documentation systems will be required to undergo a computer and keyboarding assessment test to determine proficiency. Must be able to use electronic equipment.

HBV STATUS: I

DOL STATUS: Exempt

---

Signed in acceptance  
10/2011

---

Date

Physical Demands & Environmental Conditions

ESTAB.JOB TITLE Clinician ESTAB SCHED.NO. \_\_\_\_\_  
 DOT TITLE & CODE \_\_\_\_\_

PHYSICAL DEMANDS	COMMENTS
<p>1. Strength</p> <p>a. Standing <u>20</u> %                      Walking <u>20</u> %                      Sitting <u>60</u> %</p> <p style="text-align: center;">Weight</p> <p>b. Lifting up to <u>25lbs</u> Occas. _____                      Carrying to <u>25lbs.</u> Occas. _____                      Pushing to _____ Seldom _____                      Pulling to _____ Seldom _____</p>	<p>Occasional lifting and carrying of files and other paperwork</p>
<p>2. Climbing _____ Seldom _____                      Balancing _____ Seldom _____</p>	
<p>3. Stooping _____ Seldom _____                      Kneeling _____ Seldom _____                      Crouching _____ Seldom _____                      Crawling _____ Seldom _____</p>	
<p>4. Reaching _____ _Occas. _____                      Handling _____ _Occas. _____                      Fingering _____ _Occas. _____                      Feeling _____ _Occas. _____</p>	<p>Paperwork, typing/keyboarding</p>
<p>5. Talking</p> <p>Ordinary _____ Yes _____                      Other _____ _____</p> <p>Hearing</p> <p>Ordinary Conv. _____ Yes _____                      Other Sounds _____ _____</p>	<p>Must be able to effectively communicate</p>
<p>6. Seeing</p> <p>Acuity, Near _____ _Yes _____                      Acuity, Far _____ _Yes _____                      Depth Percep. _____ _Yes _____                      Accommodation _____ _No _____                      Color Vision _____ _No _____                      Field of Vision _____ _Normal _____</p>	<p>Must be able to drive</p>

ESTAB.JOB TITLE CLINICAN

ENVIRONMENTAL CONDITIONS		COMMENTS
1. Environment  Inside <u>  80  </u> % Outside <u>  20  </u> %		Office based positions – 95% inside, 5% outside
2. Extreme cold with or without temperature changes	Seldom	Related to travel
3. Extreme heat with or without temperature changes	Seldom	Related to travel
4. Wet and/or humid	Seldom	Related to travel
5. Noise  Estimated maximum number of decibels	Normal levels	
6. Vibration	Normal levels	
7. Hazards  Mechanical <u>          </u> <u>  No  </u> Electrical <u>          </u> <u>  Limited  </u> Burns <u>          </u> <u>  No  </u> Explosives <u>          </u> <u>  No  </u> Radiant Energy <u>      </u> <u>  No  </u> Other <u>          </u> <u>          </u> <u>          </u> <u>  Yes  </u>		Home/office machines/equipment  Exposed to violent clients and bodily fluids
8. Atmospheric Conditions  Fumes <u>          </u> <u>  No  </u> Odors <u>          </u> <u>  Yes  </u> Dusts <u>          </u> <u>  Yes  </u> Mists <u>          </u> <u>  No  </u> Gases <u>          </u> <u>  No  </u> Poor Ventilation <u>  </u> <u>  No  </u> Other <u>          </u> <u>  No  </u>		Normal odors and dust associated with homes/offices
RATINGS E.C.:    I O B    2 3 4 5 6 7		

PROTECTIVE CLOTHING OR PERSONAL DEVICES

Source: U.S. Department of Labor, *Handbook for Analyzing Jobs* (Washington, D.C.: U.S. Government Printing Office, 1972): p. 339