

**THE DALE ASSOCIATION
JOB DESCRIPTION**

Job Title: Clinician

FLSA Status: Non-Exempt

Department: Outpatient Counseling & Treatment Center

Reports to: Clinic Director

Approved By: Maureen Wendt

Date: March 2021

SUMMARY OF DUTIES: Under administrative direction, the clinician will provide psychotherapy to clients and their families utilizing evidence based modalities and a person-centered approach. The clinician will be responsible for a diverse caseload and provide treatment designed to minimize the symptoms and adverse effects of illness, maximize wellness, promote recovery, and goal achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs intakes for assigned referrals and counsels clients individually and/or in groups.
- Interviews clients and assesses their status regarding a differential diagnosis.
- Provides effective treatment planning of client case load, develops treatment plans and guides the treatment process towards accomplishment of treatment goals and objectives as well as plans for therapeutic termination.
- Performs psychotherapy sessions, assessments, family/collateral psychotherapy, group psychotherapy, complex case management, and appropriate assessments.
- Identifies crisis situations and implements crisis management interventions and advocates and links clients with necessary community resources including The Dale peer specialist as needed.
- Recommends to clinic Director the discharge of clients who have met goals meeting acceptable discharge criteria.
- Responsible for the completion of agency record keeping requirements according to the prescribed time frames with accuracy and clarity.
- Responsible for meeting agency productivity requirements.
- Actively participates in staff meetings and contributes to case conferences.
- Performs on-call answering service needs as assigned.
- Conducts outreach as assigned.
- Provides coverage for staff absent due to illness or unexpected events when assigned.
- Ensure compliance with all regulatory or contractual requirements and ensure records meet “inspection ready” standards at all times.
- Work collaboratively with collateral contacts (i.e. family, social supports, primary care, physician, and other clinic staff and service providers).
- Maintain all credentials necessary for billing Medicaid and third-party payers within license parameters.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE

The Clinician must be a Qualified Health Professional as defined by Office of Mental Health regulations, possess extensive knowledge of the current regulations and the principles, practices and updates required by the Office of Mental Health and the County of Niagara as well as familiarity with the NASW Code of Ethics. Must hold a license valid in New York State with a LMSW or higher. Must possess a minimum of five years experience in the mental health field; ability to work as part of a treatment team; demonstrated knowledge of MS Word and Excel.

LANGUAGE/COMMUNICATION SKILLS:

Must possess excellent verbal and written communication skills; must be able to work independently with good time management and organizational skills. Possess the ability to write reports, business correspondence, and letters. Demonstrated ability to effectively present information and respond to questions from groups of managers, clients, customers, staff and the general public.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand; use hands to finger, handle or feel objects, tools or controls; and to reach with hands and arms. The employee is frequently required to walk and sit. The employee is occasionally required to stoop, bend, crouch or crawl. The employee may occasionally lift and/or move up to 20 pounds.

WORK ENVIRONMENT:

While performing the duties of this job the noise level is usually moderate.