

PIONEER HUMAN SERVICES JOB DESCRIPTION

POSITION: Behavioral Health Clinician I – (CDPT) **NON - EXEMPT**
SUPERVISOR: Counseling Supervisor **GRADE:** 13 / D
UNIT/PROGRAM: Pioneer Center East **REVISED:** 11/20/2012

MAJOR FUNCTIONS: To provide quality case management and community support services to clients with mental health, substance abuse, chemical dependency and/or co-occurring disorders at Pioneer Human Services., Using Evidence-based and promising practices, effectively meet the needs of Pioneer's clientele and document treatment and case management service provisions in a timely and effective manner

ESSENTIAL DUTIES:

- Provide evidence-based and /or promising practices psychological and psychosocial interventions through counseling, problem-solving and case management services.
- Facilitate treatment and psycho-educational groups in the most appropriate setting.
- Comply with all documentation and filing requirements, according to WAC, Agency and funder policies.
- Actively participate and engage in clinical supervision as required.
- Actively participate in agency meetings and maintain current working knowledge of all administrative , program, and agency requirements. Represent Pioneer Human Services in a professional manner .
- Demonstrate an ability to maintain clinical skills necessary to carry out the duties of the position.
- Attend supervision meetings and comply with an annual training plan.

Typical tasks in carrying out these responsibilities include, but are not limited to the following:

KNOWLEDGE:

1. Knowing and understanding the needs of chemically dependent people in general, and those in treatment, specifically.
2. Knowing oneself to the extent that one can differentiate one's own needs from those of the residents.
3. Responsible for furthering knowledge through participation in in-service training, seeking clinical consultation, and engaging in an active supervisory process.
4. Thorough knowledge of the implementation of the chemical dependency and counseling processes and techniques.

PLANNING:

1. Attendance at staff meetings and active participation in planning, coordination and communication of all types, which will contribute to the delivery of quality professional services.
2. Interprets and explains therapeutic processes to each resident; explains program policy and procedure to residents as needed.
3. Integrates knowledge by thinking through (planning) the most professional, therapeutic reaction or intervention in any given resident care situation.
4. Provides written documentation of resident progress in individual or group therapy, and level of class participation.

SERVICE DELIVERY:

1. Treatment:
 - a. Presents educational classes, facilitates Chemical Dependency counseling groups, and provides individual Chemical Dependency counseling in accordance with department policy based upon identified treatment Chemical Dependency needs specified in the individual Treatment.

- b. Provides no more than five individual Chemical Dependency counseling sessions per week, unless approved by the Clinical Services Supervisor. Sessions shall be limited to Chemical Dependency issues within the counselor's certification level. Relevant issues outside this area of certification must be referred to the Clinical Services Supervisor. The Counselor must refrain from addressing issues that cannot be addressed in the resident's continuing care plan or that cannot be resolved in the duration of the individual sessions and seek assistance for the Clinical supervisor. Along with the other members of the Interdisciplinary Team, assesses the progress of residents and on-going appropriateness of treatment.
2. Quality Assurance:
 - a. Maintains quality of care consistent with or exceeding standards set by State of Washington regulations, and any other accrediting and/or contracting bodies with whom Pioneer Human Services may be contractually or otherwise committed to insofar as the delivery of services are concerned.
 - b. Engages in ongoing program planning and development.
 - c. Assists in the development of treatment methodologies and educational offerings in accordance with resident need as determined by the Clinical Services Manager.

OTHER RESPONSIBILITIES:

1. Attends department staff meetings.
2. Attends resident review meetings with other ID Team members as directed.
3. Attends other meetings as directed.

WORKING RELATIONSHIPS: The Chemical Dependency Professional Trainee meets weekly with the Clinical Services Supervisor during staff meetings, and has ongoing contact with other administrative and program personnel.

MINIMUM QUALIFICATIONS:

Required Skills & Abilities:

- Current working knowledge of emergency, crisis, health and other community resources that support clients. This includes shelters, medical clinics and public social service agencies;
- Maintain complete and accurate documentation of all activities (including, but not limited to: case files and records, progress notes, case plans, reports, case summaries and billing information) on a professional and self-directed basis;
- Ability to effectively engage clients and provide needed feedback and support;
- Familiarity with and adherence to one's professional code of ethics;
- Effectively maintain personal boundaries while joining with individuals, groups of individuals and family systems;
- Ability to de-escalate onsite crisis situations with PHS clientele;
- Demonstrate college-level writing skills
- Familiarity with the latest DSM-
- Ability to judge when to seek help from supervisor or peers;
- Willingness to engage with supervisors, contractors, and peers in a collaborative manner;
- Awareness about the influence of chemical dependency concerns on mental health issues ;
- Ability to demonstrate effective time management and organizational skills;
- Ability to continue education and training to improve skill level

Meets the Washington Administrative Code requirements for a Chemical Dependency Professional Trainee. Additional experiences desired: experience in residential treatment, or working with individuals with multiple co-morbid disorders.

KNOWLEDGE & ABILITIES: The Chemical Dependency Professional Trainee must have the ability to serve as a consultant to staff by providing sound guidance pertaining to resident educational and therapy needs and the delivery of these services in accordance with Individual Treatment Plans. The Chemical Dependency Professional Trainee must be able to provide both in-service and on-the-job training to all program personnel, and be able to participate in the program

team management process in a functional manner. The Chemical Dependency Professional Trainee must have a sense of humor, demonstrate personal flexibility, and a professional demeanor, and be able to work toward broad goals, while at the same time, work with a vast number and variety of details. The Chemical Dependency Professional Trainee must be able to make positive use of professional supervision.

Preferred Training and/or Education: Associates Degree, with curriculum specifically related to Case Management, Chemical Dependency, and/or Mental Health. Certification in alcohol addiction studies, residential treatment, or working with individuals with co-morbid disorders.

Preferred Experience: 1 years' experience in the human services field.

Additional Requirements: CDPT certification.

CONDITIONS OF EMPLOYMENT:

1. Staffing schedules involve varied hours and weekend shifts; and include on-call responsibilities.
2. Current CPR training.
3. Must be able to demonstrate an acceptable level of computer proficiency in the use of Microsoft Access, E-mail, Excel and Word at the time of hire or following training within six months of hire.
4. Driving record acceptable to the company's insurance carrier.
5. May be required to assume responsibilities or duties within the program not specifically delineated in this job description for short periods of time or on an infrequent basis.
6. Blood borne Pathogens training (annually).
7. Cultural Diversity training.
8. Suicide Intervention training.

All personnel area required to maintain current certificates, permits and performance proficiencies as specified.

Employee's Printed Name

Employee's Signature

Date

Supervisor's Signature

Date