

CHOICES

JOB DESCRIPTION

JOB TITLE: Directing Clinician

REPORTS TO: Executive Director

DESCRIPTION STATUS: Exempt

SALARY: DOE

HOURS: Varied/Flexible

POSITION SUMMARY

Masters level Directing Clinician is a mental health practitioner who works with innovative peer-run mental health program. This individual is responsible for all aspects of intakes (including BHAs and other screening tools), is responsible for directing treatment and discharge planning as well as overseeing quality assurance on a variety of levels. Also responsible for various aspects of community networking. Must be an individual with personal experience of mental health recovery.

ESSENTIAL JOB FUNCTIONS:

(Responsibilities, Accountabilities, and Competencies; May not include all duties of this job)

A. JOB DUTIES

1. Foster and maintain a working relationship with various appropriate local mental health agencies (i.e. API, Providence, the WEB, CRC, ANMC, etc.) in order to promote our services in the community and to insure continued client referrals to CHOICES.
2. Screen potential new clients for their appropriateness to CHOICES.
3. Obtain necessary ROIs and gather collateral records regarding potential clients' previous mental health histories.
4. Complete new clients' Behavioral Health Assessments and other screening tools in a timely manner, and input all appropriate information into AKAIMS in accordance with State of Alaska.
5. Create treatment plans with clients.
6. Assign client cases to Recovery Coordinators.
7. Supervise Recovery Coordinators in their work with clients.
8. Attend weekly personal supervision to maintain high work standards.
9. Conduct quality assurance of all aspects of client paperwork (i.e. billing, notes, AKAIMS, client files).
10. Utilize report manager to insure that Recovery Coordinators' billing notes from AKAIMS are done in a timely manner, and provide necessary feedback to RCs.
11. Report all quality assurance findings to Executive Director on a regular basis.
12. Participate in weekly staff meetings with CHOICES staff.
13. In the absence of the Executive Director, attend monthly meetings of the Anchorage Regional Mental Health Providers in order to network, keep abreast of relevant changes in DBGH, and to maintain our standing in the community.

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B. CORE VALUES

Demonstrate personal and interpersonal qualities that support the core values and mission of CHOICES, Inc. and the Peer Bridger Program. Have an unwavering belief in the power and possibility of recovery and absolutely believe that all individuals can lead full, rich and productive lives.

MISSION: Consumers having ownership in creating effective services (CHOICES)

PRINCIPLES OF RECOVERY:

Recovery is holistic, embraces culture, supported by peers, self-directed, springs from hope, and is a reality.

Rehabilitation services are person-centered, involve family and friends, anchored in the community, strength-based, use peer supports and honor partnerships.

CORE VALUES: Services are flexible, comprehensive, wellness driven and effective

ESSENTIAL JOB QUALIFICATIONS:

(Any equivalent Combination of Knowledge, Skills, Abilities, Education, and Experience)

1. Education: Master level.
2. Licensures: An active license with the State of Alaska as a licensed Social Worker or Professional Counselor preferred, but not required.
3. Experience: Two years work-related and life experiences.
4. Other Qualifications: Must be able to stand and/or sit for extended periods of time.
5. Attendance: Regular, timely attendance is a requirement of this position.
6. English Language: Must be able to read, write, and speak English.
7. Transportation: Must have reliable transportation and a valid driver's license with 5 years of clean driving record, or obtain a written waiver, approved by Executive Director.
8. Negative TB test results
9. Able to pass an extensive state and federal background check
10. Knowledge of Microsoft Suite and Outlook
11. Knowledge of AKAIMS preferred, but not required

We are an EEO, ADA, & AA employer

This Job Description reflects CHOICES, Inc.'s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Printed Name: _____ Date: _____

Employee Signature: _____ SSN: _____

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IN AN 8 HOUR WORKDAY, THIS JOB REQUIRES:

N = NEVER	(0 hours per day)
R = RARELY	(less than 1/2 hours per day)
O = OCCASIONALLY	(1/2 to 2.5 hours per day)
F = FREQUENTLY	(2.5 to 5.5 hours per day)
C = CONTINUALLY	(5.5 to 8 hours per day)

WORKING CONDITIONS/ENVIRONMENT

I. LIFTING/CARRYING (Amount of force exerted to lift and/or carry)

1 - 10 lbs.	F
11 - 20 lbs.	O
21 - 35 lbs.	R
36 - 50 lbs.	N
51 - 75 lbs.	N
76 - 100 lbs.	N

II. PUSHING/PULLING (Amount of force exerted to push and/or pull)

1 - 10 lbs.	F
11 - 20 lbs.	O
21 - 35 lbs.	R
36 - 50 lbs.	N
51 - 75 lbs.	N
76 - 100 lbs.	N

III. POSTURES/MOVEMENTS

Sitting	C
Standing	F
Walking	F
Stooping, kneeling, crouching and/or crawling	O
Reaching and /or grasping	O
Hand/finger dexterity	C
Climbing and/or balancing	N
Carrying, pushing and/or pulling	O

IV. COGNITIVE/SENSITIVE

Talking	C
Hearing	C

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Sight (Addendum: acuity, color..)	C
Smelling/tasting	O

OCCUPATIONAL ASPECTS

A. WORK ENVIRONMENT	
Working Inside	C
Working Outside	O
Changing Temperatures	N
Wet/Humid Conditions	N
Areas of dust, odors, mist, gases or other airborne matter	N
Mechanical, electrical and/or other hazards	N
Confined Spaces	N

B. OTHER ASPECTS	
Infectious Agents	N
Chemicals	O

C. Special Equipment/Clothing	
Special Equipment or Clothing	R

The above is intended to describe the general content of, and requirements for, the performance of this job. It is not intended to be construed as an exhaustive statement of duties, responsibilities or requirement.