

CHOICES

JOB DESCRIPTION

JOB TITLE:	MENTAL HEALTH CLINICIAN
REPORTS TO:	Alan Green
DESCRIPTION STATUS:	Exempt
SALARY:	DOE
HOURS:	Full time, M-F, 9am – 5pm

POSITION SUMMARY

The **Mental Health Clinician** is an integral part of the team, providing counseling and support to clients and their families in order to promote wellness, recovery and rehabilitation. Responsibilities are implemented within the framework of agency policy, professional ethics and regulatory guidelines.

ESSENTIAL JOB FUNCTIONS:

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

A. JOB DUTIES

1. Collaborate with staff re: service planning and treatment plans
2. Provide staff and client consultations for identified family issues.
3. Provides individual, couple and family therapy and agency outreach.
4. Maintain confidentiality of records relating to clients' treatment.
5. Encourage clients to express their feelings and discuss what is happening in their lives, helping them to develop insight into themselves or their relationships.
6. Collect information about clients through interviews, observation, or tests.
7. Assess patients for risk of suicide attempts.
8. Fill out and maintain client-related paperwork, including federal- and state-mandated forms, client diagnostic records, and progress notes.
9. Prepare and maintain all required treatment records and reports.
10. Counsel clients or patients, individually or in group sessions, to assist in overcoming dependencies, adjusting to life, or making changes.
11. Guide clients in the development of skills or strategies for dealing with their problems.
12. Perform crisis interventions with clients.
13. Develop and implement treatment plans based on clinical experience and knowledge.
14. Collaborate with team in assisting that treatment plans are in line with progress notes.
15. Performs other related work as assigned.

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.

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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

REQUIRED ESSENTIAL JOB QUALIFICATIONS:

1. Masters level Clinician
2. Professional License from State of AK. Preferred LCSW
3. Able to pass an extensive state and federal background check.
4. Have negative TB test results
5. Have valid AK driver's license with clean driving record for 5 years as well as personal transportation.
6. Knowledge of AKAIMS preferred but not required
7. Knowledge of Microsoft Suite and Outlook.
8. Patience, creativity, flexibility, compassion and sensitivity to persons with disabilities and other minority populations.
9. Experience or training in community based services for families preferred.
10. Experience with dually diagnosed population preferred.
11. Excellent written and verbal communication skills.

We are an EEO, AA, and ADA 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.

Duties performed are typically in office. Frequent moving. Long periods of sitting. Some lifting of 20 lbs or less and some stooping, squatting and bending. 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.

I have received and read the CHOICES, Inc. Mental Health Clinician Job Description. I agree to keep it readily available and to refer to it often.

Employee Printed Name: _____ Date: _____

Employee Signature: _____