

CHOICES

JOB DESCRIPTION

JOB TITLE:	ACT MENTAL HEALTH CLINICIAN LEAD
REPORTS TO:	ACT TEAM LEAD
DESCRIPTION STATUS:	Exempt
SALARY:	DOE (\$62,000)
HOURS:	Full time, M-F, 9am – 5pm

POSITION SUMMARY

Assertive Community Treatment (ACT) is a client-centered, recovery-oriented behavioral health service delivery model. ACT is designed specifically for persons who have the most severe and persistent mental illnesses, have severe symptoms and impairments, and who historically have not benefited from traditional outpatient programs.

The **Mental Health Clinician** is an integral part of the trans-disciplinary Assertive Community Treatment (ACT) 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 ACT team 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.

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15. Assist with training the multi-disciplinary team with assistance from ACT Team Leader or in the absence of.
16. Facilitate morning meetings in absence of ACT Team Lead.
17. In the absence of ACT Team Lead, sign off on check requests no more than \$500.00.
18. 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.

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
3. Able to pass an extensive state and federal background check.
4. Have negative TB test results
5. Have valid AK drivers license with clean driving record for 5 years.
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.

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.

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Employee Printed Name: _____ Date: _____

Employee Signature: _____ SSN: _____

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

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Hand/finger dexterity	C
Climbing and/or balancing	N
Carrying, pushing and/or pulling	O
IV. COGNITIVE/SENSITIVE	
Talking	C
Hearing	C
Sight (Addendum: acuity, color..)	C
Smelling/tasting	O

OCCUPATIONAL ASPECTS

A. WORK ENVIRONMENT	
Working Inside	C
Working Outside	O
Changing Temperatures	F
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.