



JOB DESCRIPTION

CLASSIFICATION: Exempt

POSITION TITLE: Lead Clinician

**PROGRAM NAME/
LOCATION:** HOAP
694 Church St SE

EMPLOYMENT STATUS: Full Time

SUPERVISOR: HOAP Program Coordinator

FUNCTION:

Provide intake screening, assessment, treatment and/or referral to persons with co-occurring disorders (COD) such as severe and persistent mental illness and alcohol and/or drug abuse or dependence. Assist in the implementation of agency COD program. Assures that all treatment and client documentation is consistent with HIPAA requirements. Provide clinical support to program staff.

SUPERVISORY DUTIES:

None.

GENERAL DUTIES:

- 1 Performs duties assigned by the Supervisor.
- 2 Meets established timelines.
- 3 Meets established attendance criteria and starts work promptly.
- 4 Knows and consistently implements all approved policies, protocols and procedures.
- 5 Regularly supports compliance and accreditation efforts as assigned including, but not limited to OSHA, Joint Commission and HIPAA and Behavioral Healthcare Network.
- 6 Consistently supports the organization's mission as defined by the Board of Directors and the Executive Director.
- 7 Participates in required meetings and events.

- 8 With the immediate supervisor, sets and achieves annual goals for job performance improvement.
- 9 Monitors the entire work environment, ensuring the entire facility, indoors and outdoors, is kept as clean and orderly as possible.
- 10 Effectively participates as a member of the team and promotes teamwork.
- 11 Consistently demonstrates good use of time and resources.
- 12 Consistently interacts with clients and staff in a professional manner that reflects favorably on the organization and that is conducive to high productivity.

SPECIFIC DUTIES: (The first five are Core Competencies)

- 1 Conduct intakes, provide short-term individual problem-solving, counseling, and group facilitation.
- 2 Provide clinical supervision to program staff working toward licensure. Provide clinical support to program staff. Manage a client caseload as assigned by Coordinator.
- 3 Provide follow-up services to homeless clients served by West Salem Clinic. Will provide transportation back-up and screening for clients utilizing the health care van to West Salem Clinic.
- 4 Accurate and timely completion of paperwork.
- 5 Provide information, referral, and advocacy to homeless clients.
- 6 Be available for on-call and shift coverage for program coordinator, as needed.
- 8 Provide service coordination with other agencies.
- 9 Demonstrates awareness of co-occurring disorders and how that impacts interaction.
- 10 Establishes rapport, systematically gathers data, determines the client's readiness for treatment and change, and applies accepted criteria for diagnosis of substance abuse disorders.
- 11 Screens for psychoactive substance toxicity, intoxication, withdrawal symptoms, aggression or danger to others, potential for self-inflicted harm or suicide, and coexisting behavioral health problems.
- 12 Analyzes and interprets all relevant data to determine treatment recommendations and priorities.
- 13 Formulates with the client mutually agreed-upon, measurable treatment goals and objectives.
- 14 Demonstrates knowledge of and adherence to accepted ethical and behavioral standards of conduct and continuing professional development.

QUALIFICATIONS:

- 1 Masters required (LCSW, LMFT or LPC preferred).

- 2 Minimum two years' experience working with mentally and emotionally disabled individuals. Familiarity with mental health medications.
- 3 Knowledge of community resources and support systems.
- 4 Valid Oregon Driver's License and proof of automobile insurance.
- 5 Must have vehicle that can be used for work.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF POSITION:

- 1 The physical activity of this position may include: sitting, stooping, kneeling, crouching, reaching, standing, walking, picking, pinching, typing, and lifting.
- 2 The worker is subject to inside environmental conditions.
- 3 Light work, Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects.

HAZARDS OF POSITION:

- 1 The worker is exposed to infectious diseases.
- 2 The worker is exposed to unpredictable behavior.
- 3 TB testing - high risk
- 4 Hepatitis B testing - high risk