



Outpatient Clinician Job Description

Mission Statement

Bringing hope and healing to individuals and families by restoring wholeness in a therapeutic environment through the grace of Jesus Christ.

Name:

Title: Outpatient Clinician

Wage Classification: Exempt

Department: Administration

Status: Full Time

Supervisor: Executive Director/
Clinical Supervisor

Position Summary:

The Outpatient Clinician will coordinate, implement and supervise all aspects of treatment operations for the agency's customers including its clients, family members and referral agents. This focus will be primarily on former Inpatient clients and Outpatient clients. This position shall be responsible for the compliance of all treatment records in accordance with Medicaid regulations and accreditation standards. The Outpatient Clinician will seek, with the help of the agency, to become certified for insurance carriers other than Medicaid.

All duties are carried out in accordance with Birchwood Behavioral Health Policies and Procedures, Mission, Values and Philosophy of Care. The Outpatient Clinician is responsible for performing office work related to matters of significance to the agency. This position will act as an agency Health Insurance Portability and Accountability Act (HIPAA) Security Officer and oversee safeguards to ensure the privacy of our clients' protected health information. The Outpatient Clinician assumes additional duties as assigned and may have responsibilities altered during the course of employment. The Outpatient Clinician reports directly to the Executive Director and the Clinical Supervisor.

Essential Functions of Position

- Assess the clinical needs of the client
- Report suspected abuse to appropriate law enforcement agency
- Provides clinical consultation, guidance and quality assurance to clients and their families
- Attends trainings, clinical meetings, and outside training pertaining to mental health services
- Develop and implement treatment plans related to long and short term goals and accompanying interventions
- Provide clinical progress notes within 72 hours of session completion
- Consult with Clinical Director and/or Executive Director for specific needs of the client
- Complete analysis and reports regarding outcomes
- Actively track and report assessments, service plans and reviews on a quarterly and annual basis.
- Ensure consumer confidentiality as prescribed by agency policy and federal law.
- Other duties as assigned as needed

Position Requirements

Education/Experience: In accordance with State of Alaska residential care licensing regulations, the Outpatient Clinician must be at least twenty-one years of age. Additionally, the Outpatient Clinician must hold a Masters' Degree in psychology, counseling, or social work, or in a closely related field as identified by inclusion of significant coursework in psychology, child development, and related studies. Clinicians will preferably have one year experience working with different ages including children/adolescents, and adults. Clinicians will have an additional one year of experience in case management, and have the ability to obtain license in the field within 3 years of hire. Knowledge in psycho-educational skill building, cognitive and reality based therapies, sexual abuse and neglect, and family skill building is preferred.

Licensure: All employees of Birchwood Behavioral Health must meet and maintain all statutory, regulatory and licensing requirements of the Department of Health and Social Services (DHSS) and Federal Medicaid standards. It is the responsibility of the employee to notify Birchwood Behavioral Health immediately if they no longer meet requirements. All information regarding these requirements can be located at the Department of Health and Social Services website. (www.hss.state.ak.us)_Mental Health Professional licensure requested within 3 years of hire.

Knowledge, Skills & Abilities

- The Outpatient Clinician must have a passion to work with clients of all ages; including children/adolescents, couples, and families, to achieve their therapeutic goals.
- Must align with agency mission and philosophy
- Must have sound clinical and therapeutic skills and the ability to accurately document events, provide detailed records for patients and work with a multidisciplinary team.
- Knowledge of psychiatric diagnosis and assessment techniques.
- Knowledge of child/adolescent development.
- Knowledge of statistical analytical methods and measurement tools to implement and monitor a quality assurance program.
- Possesses excellent written and oral communication skills.
- Possesses excellent conflict resolution & problem solving skills.
- Possesses information technology skills required to use agency equipment to carry out position functions.
- Ability to function on an interdisciplinary team.
- Ability to work independently in situations that involve interpersonal relationships in a job setting.
- Ability to work calmly during a crisis or dangerous situation.
- Ability to work in an environment involving frequent changes of tasks, using different techniques, procedures, working conditions, or degrees of attentiveness without loss of efficiency or composure.
- Ability to perform independent actions and exercise sound judgment according to BBH standards without frequent supervision.
- Must be efficient, and able to multitask.
- Must be able to read, write, and speak English.
- Ability to gain knowledge and understanding of all agency protocol, policies, procedures, plans and program requirements
- Ability to complete assessments, treatment planning, and parent training; advocacy skills and case management skills are also required.
- Excellent time management, organizational skills, and computer skills are also necessary qualifications.
- Must demonstrate and display an understanding and sensitivity to serving a culturally diverse and/or special needs population.
- Active and current working knowledge of accreditation and Medicaid regulations.
- Must be able to pass a state and federal background check
- Other duties as assigned

Physical Requirements

- Visual acuity necessary to utilize a computer monitor throughout the course of a normal workday.
- Ability to perform repetitive keyboarding activities and operate general office equipment.
- Ability to communicate verbally, both in person and over the telephone.

Equipment Used

Computer with Google Drive, AKAIMS, Fax Machine, Copier, Cell Phone, Telephone

Driving Requirements: Must be able to drive, have a reliable vehicle, and have a valid certificate of insurance for driving a personal vehicle for transportation between various locations within the Anchorage area. Birchwood Behavioral Health employees do not transport clients in personal vehicles. This is only for one's own individual transportation.

Core Values

INTEGRITY: We recognize that a sound moral character, as well as adherence to ethical principles, is of the utmost importance in seeking to help others.

QUALITY: We recognize that every service that we provide should be completed to the best of our abilities and resources.

SAFETY: We recognize the importance of providing a safe environment for both our clients and our employees.

ACCOUNTABILITY: We recognize the need to be good stewards of resources that God has provided to us.

SPIRITUALITY: We recognize that all people have Spiritual needs and we encourage, but do not require, each client to grow in their relationship to and daily walk with Jesus Christ.

Philosophy of Care

- Client behaviors are viewed as symptoms *-they are not done on purpose*
- Treatment is complex *-there needs to be a balance between flexible and rigid*
- Client's need predictability of environment and people
- Treatment is something done *with* a student, not *to* the student
- When clients succeed, staff succeed

Disclaimer

This Position Description reflects Birchwood Behavioral Health'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. The Outpatient Clinician assumes additional duties as assigned and may have responsibilities altered during the course of employment. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not a contract as Birchwood Behavioral Health is an at-will employer. Neither you nor Birchwood Behavioral Health is required to provide notification or just cause for separation of employment. Your signature indicates you have read this Position Description, understand and agree to the essential functions, qualifications of the job, the agency's at-will status, and that you know of no reason why you cannot perform the essential functions of this job.

Employee Signature

Date