



# Residential 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:**

**Department:** Administration

**Wage Classification:** Exempt

**Title:** Residential Clinician

**Status:** Full Time

**Supervisor:** Executive Director

## Position Summary:

The Residential Clinician will coordinate and supervise all aspects of treatment operations for the agency's customers including its clients, family members and referral agents. This position shall be responsible for the compliance of all treatment records in accordance with Medicaid regulations and accreditation standards. This position will act as the agency Health Insurance Portability and Accountability Act (HIPAA) Security Officer and oversee safeguards to ensure the privacy of our clients' protected health information. In addition, this position requires regular on-call supervision of the agency's programmatic operations and will require the exercise of discretion and independent judgment. The Residential Clinician is responsible for performing office work related to matters of significance to the agency. All duties are carried out in accordance with BBH' policies and procedures, mission, values and philosophy of care. The Residential Clinician assumes additional duties as assigned and may have responsibilities altered during the course of employment. The Residential Clinician reports directly to the Executive Director.

## Essential Functions of the Position:

- Facilitate active and ongoing communication with all members of client's service team.
- Facilitate treatment planning and implementation through case management and other mental health rehabilitation services.
- Supervise treatment plans, treatment plan reviews, and discharge plans in accordance with set time-lines.
- Attend weekly meetings with supervisor and licensed clinical staff.
- Participates in an on-call clinical rotation.
- Coordinate completion and review of all required documentation with licensed clinical staff.
- Provide individual, group, and family therapy as indicated on the client's treatment plan and complete/submit billing documentation within 24 hours of service.

- Understand and comply with all agency policies, procedures, plans, program requirements and protocols.
- Encourage family members/ clients/ treatment team members to be active participants in the service planning and delivery process.
- Participate in required agency trainings and meetings.
- Assist Executive Director in analysis and reports regarding outcomes and follow up on clients after discharge.
- Assist children and families in accessing support within home, school and community.
- Actively track and report assessments, service plans and reviews on a quarterly and annual basis and ensure all team members are current with detailed case information.
- Ensure completion and data collection of client, family, referral source satisfaction surveys.
- Ensure consumer confidentiality as prescribed by agency policy and federal law.
- Develop and/or lead clinical training for Treatment Counselors
- Provide clinical supervision input for Treatment Counselors, working preferably through Cottage Supervisor.
- Assures proper training of Treatment Counselors (*Shared with Cottage Supervisor*)
- Collaborate development of the agency consumer survey and other demographic data for outcome measures and reports.
- Tracks client progress to be reflected in client's treatment plan (*Shared with Administrative Assistant*)
- Updates information management activities such as ensuring minimal data report in AKAIMS and added activities directed by Executive Director. (*Shared w Intake Clinician*).

## **Position Requirements**

**Education/Experience:** In accordance with State of Alaska residential care licensing regulations, the Residential Clinician must be at least twenty-one years of age. Additionally, the Residential 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 and preferably have one year experience working with emotionally disturbed children/adolescents, including case management experience, and the ability to obtain license in 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 BBH 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 BBH immediately if they no longer meet requirements. All information regarding these requirements can be located at the DHSS website. ([www.hss.state.ak.us](http://www.hss.state.ak.us))\_Mental Health Professional licensure requested within 3 years of hire.

### **Knowledge, Skills & Abilities**

- The Residential Clinician must have a passion to work with emotionally disturbed children/adolescents and their families.
- 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 consumers 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.
- Must possess a clean driving record and have a valid state of Alaska driver's license, a valid certificate of insurance and current auto registration.
- Active and current working knowledge of accreditation and Medicaid regulations.
- Must be able to pass a state and federal background check.

### **Physical Requirements**

- Ability to perform sedentary work as well as to be engaged in physical exercise with customers such as running, walking, hiking, etc.
- 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.
- Ability to lift, pull, push and handle objects up to 50 pounds.

### **Equipment Used**

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

**Working Location:** Most work is performed at the Birchwood Behavioral Health facility, though some appointments may be needed at school and in homes.

**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. BBH employees do not transport clients in personal vehicles. This is only for one's own individual transportation.

### **Core Values-Guiding Principles**

**COMMITMENT TO FAMILY:** At Birchwood Behavioral Health we believe every individual is at the center for their decision making. Through communication with the family and the youth we can understand the strengths and needs in order to provide the best combination of services and support.

**HUMILITY:** We can recognize that resources can only provide a certain amount of support. It is our goal to provide therapeutic services in a culturally appropriate manner. Through our resources and expertise we provide the best opportunity and skillset to allow individuals to connect with themselves and their families.

**RELATIONSHIPS:** Throughout life at an early age, relationships are the backbone of a youth's social structure. Without relationships we would all suffer from a sense of isolation. We hope to develop the skills for individuals to maintain healthy relationships with their parents, guardians, peers and everyone else fortunate enough to enter an individual's social structure.

**INNOVATION:** We understand that not all is perfect in this world provided by God and it is our responsibility to provide the best possible care for our youth. Development is vastly different for every individual, and as such each youth's path must be crafted with precision and care. Innovation excites us all and it is intertwined with our processes to ensure that we can provide the best possible care.

**SPIRITUALITY:** Many individuals are taught through spiritual affiliation. At Birchwood we understand this and can assist one in improving their relationship with God throughout the daily walk of life. It is not a requirement in our program but we are innovative in creating a plan to meet all needs and wants of the individuals and families.

**TRUST:** In order to provide this stable environment it is in God we trust to lead ourselves and our connections in a mutually beneficial relationship. It is our responsibility to foster an environment where trust is at the center of our decision making process. We must provide an environment on the basis of trust between the staff members, family members and most importantly the youth.

### **Philosophy of Care**

- Student behaviors are viewed as symptoms *-they are not done on purpose*
- Treatment is complex *-there needs to be a balance between flexible and rigid*
- Student's need predictability of environment and people
- Treatment is something done *with* a student, not *to* the student
- When students 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 Residential 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 at at-will employer. Neither you nor BBH 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

Job Description revised January 28, 2019  
Executive Director