

**CLINICIAN JOB DESCRIPTION**

Position: Clinician	Clinician Name:
Supervisor Name:	Street Address, City, County
Director Name:	Other:

**I. DESCRIPTION OVERVIEW:**

**A. PURPOSE OF POSITION:**

Comprehensive Clinical Assessment is an intensive clinical and functional face to face evaluation of a recipient’s mental health, developmental disability, or substance abuse condition that results in the issuance of a Comprehensive Clinical Assessment report with a recommendation regarding whether the recipient meets target population criteria, and includes an order for Enhanced Benefit services that provides the basis for the development of an initial Person-Centered Plan. For substance abuse-focused Comprehensive Clinical/Assessment, the designated Comprehensive Clinical Tool specified by DMH for specific substance abuse target populations must be used. In addition, any elements included in this service definition that are not covered by the tool must be completed.

This service requires a Comprehensive Clinical Assessment practitioner whom is provisionally licensed or fully licensed/certified to diagnose mental illnesses and/or addictive disorders. For substance abuse – focused assessments, the clinician must be licensed/certified (fully or provisionally).

**B. WORK SCHEDULE:** Regular hours scheduled will be Monday-Friday, 9:00am-5:00pm; however, hours will vary dependent on assigned client needs.

**WORK LOCATION:** Comprehensive Clinical Assessment is a direct periodic service that can be provided in any location. Psychotherapy can also be provided in any setting location. For Medicaid recipients this service cannot be provided in an IMD (for adults) or in a public institution (jail, detention center). The Clinician will work in both an office setting and in the community. Services will be provided in settings where the Clients are provided service. Services may also be provided via phone, video, or telehealth when needed. Clinician must be able to work flexible hours and work over 40 hours a week as needed to meet deadlines and address crisis issues.

**II. DESCRIPTION OF RESPONSIBILITIES AND DUTIES:**

Clinician will complete initial, annual, addendum, and as needed Comprehensive Clinical Assessments for recipients being considered for services. The Clinician will diagnose mental illness and/or addictive disorders.

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The clinician is responsible for determining if the recipients are appropriate for and can benefit from MH/DD/SAS services. The clinician assesses recipient diagnosis, presenting problems, and treatment/recovery goals. The clinician is also responsible for evaluating the clients' level of readiness and motivation to engage in treatment. The clinician interprets the Comprehensive Clinical Assessment information, appropriate case formulation and an order for immediate needs and the development of a Person Centered Plan. Clinician will also provide psychotherapy for clients on their caseload (if applicable).

For substance abusers, the clinician utilizes the Comprehensive Clinical Assessment to recommend placement levels using the N.C. Modified A/ASAM criteria.

Clinician will ensure documentation is completed as required. CCA documentation is due within 48 hours of services being rendered. Psychotherapy notes are due within 24 hours of services being rendered.

**III. OTHER POSITION CHARACTERISTICS:**

The Clinician will be responsible for ensuring the utmost quality in their work completed as well as ensuring quality services to clients throughout the network.

**A. GUIDES, REGULATIONS, POLICIES AND REFERENCES USED BY CLINICIAN:**

Clinician will have access to all rules and regulations and is expected to refer to these as needed to ensure agency practices and processes are in compliance. Clinician must be familiar with all requirements affecting the operation of clinical services. Clinician must be familiar with agency policy and procedures in all areas. Clinician must also maintain knowledge of best practice information with regard to the provision of quality services and supports for Clients.

**B. SUPERVISION:**

The Clinician must be self-directed. The Clinician will have access to their supervisor on an ongoing basis through face-to-face contact, via email and through written correspondence or telephone. The Clinician must be able to judge the need for consultation with their supervision as the majority of duties are performed with limited supervision.

**C. SAFETY FOR OTHERS:**

Clinician must be familiar with risk management issues and safety procedures in order to ensure that consistent efforts are made for implementation. The Clinician is responsible for monitoring the safety practices of others and it is crucial that this duty be completed in a thorough manner to ensure that Clients served are safe.

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IV. **KNOWLEDGE, SKILLS & ABILITIES AND TRAINING & EXPERIENCE REQUIREMENTS:**

A. **KNOWLEDGE, SKILLS AND ABILITIES:**

The Clinician must be knowledgeable about the rules/regulations and clinical practices that guide the services provided. The Clinician must possess strong clinical knowledge of the treatment/service needs of the persons served and possess skills in assessing strengths and needs, treatment plan development and clinical service implementation.

The Clinician must possess either a Master's degree in a human services field and 1 year of professional

experience in MH/DD/SA programs; or graduation from a four year college or university with a Bachelors degree in human services or equivalent with 2 years of professional experience in supporting clients receiving MH/DD/SAS services or a degree in a field outside of human services with 4 years post-baccalaureate experience in supporting clients receiving MH/DD/SAS services. The Clinician must be licensed or have certification. The Clinician will meet all requirements as a Qualified Professional.

For SA focused Comprehensive Clinical assessment clinicians, this position will require that Clinician be licensed as LCAS, LCAS-A or meet CCS, or CCAS certification. For DD focused assessment, this position will require that Clinician has a master's degree and at least 2 years experience working with developmental disabilities.

Clinician competency will be reviewed to ensure all required education and experience. For provisional clinicians, all assessments and random psychotherapy notes will be reviewed by the Clinical Director. For fully licensed clinicians, random assessments and psychotherapy notes will be reviewed each month by the Clinical Director. *Clinical supervision meetings will take place monthly for all clinician with Clinical Director. **Clinicians must also be credentialed with MCO and affiliated with Little Gerald Services in NC Tracks.***

B. **TRAINING:**

The Clinician will be required to complete the following training:

- 6 hours Person Centered Training
- 6 hours of Service Definitions Training
- Orientation to include applicable laws/standards and monitoring techniques and other as appropriate
- Assessments
- Diagnoses
- Documentation

This position is a self-directed position and the Clinician must be able to access information independently. Clinician is expected to independently establish work priorities and determine necessary activities in order to meet ongoing priorities as well as handle crisis situations.



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C. LICENSE OR CERTIFICATION REQUIRED BY STATUTE OR REGULATION:

Clinician must possess current professional licensure or certification.

V. CERTIFICATION:



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**Clinician's Certification:** I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

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Signature	Title	Date
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**Supervisor's Certification:** I certify that (a) I am the Immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the Clinician.

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Signature	Title	Date
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