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**California Human Development**

**Job Description**

**employee name:**

**Job Title:** Mental Health Clinician  
**Department/division:** Treatment and Recovery Outpatient

**Reports To:** Program Director, Outpatient  
**FLSA Status:** Exempt

**Location:** Santa Rosa, Airway   
**Revised Date:** 2/4/2020

**Summary Description:** Responsible for providing mental health and substance abuse counseling services to CHD’s Outpatient Program clients. Additionally, the Mental Health Clinician establishes and documents Substance Use Disorder Diagnoses for all Medi-Cal clients. Further, this position is responsible for clinical quality review of Medi-Cal beneficiary files.

**DUTIES AND RESPONSIBILITIES:**

* Provide substance abuse counseling for clients in accordance with Title 22 standards and all contractual expectations including the following:
  + Individual sessions: Intake/ Admission; Assessment (using Addiction Severity Index Lite (ASI lite), Bio/Psycho/Social, or Adolescent Drug Abuse Diagnosis (ADAD); Treatment Planning which includes developing measurable goals, objectives and interventions; Discharge Planning including relapse prevention planning, and Crisis Intervention when appropriate.
  + Group sessions: Facilitate group sessions, monitor and document attendance and participation in accordance to Title 22 standards.
* Assess court referred or walk-in clients per American Society of Addiction Medicine (ASAM) to ensure appropriate treatment placement or additional ancillary service referrals.
* Knowledge and delivery of best practice curricula.
* As the Key Supervisor for the Matrix Model curriculum, monitor staff delivery for fidelity.
* Provide individual sessions according to Title 22 standards and/or contractual expectation.
* Provide discharge planning sessions using Title 22 standards and best practices.
* Complete administrative discharges when appropriate.
* Enter all relevant client data into SWITs (i.e., drug test results, phone communication, probation communication, attendance records, etc.).
* Enter progress notes after each session in accordance to Title 22 standards and best practices.
* Complete CalOMS annual updates for each client remaining in treatment for a year or longer.
* Prepare justification to continue services (stay reviews) for medical director to assess
* Coordinate ancillary resources as needed.
* Maintain HIPPA and 42 CFR confidentiality regulations
* Adhere to the ethics of certifying agency (ex: professional boundaries).
* Coordinate and participate in monthly reviews with probation officers.
* Complete monthly treatment reports as required.
* Assist Program Director with audit preparations.
* Conduct and assure compliance when chemical testing clients – for both clinical and chain of custody procedures.
* Evaluate clients for diagnosis using DSM-5; document basis for diagnosis in the client record.
* Facilitate co-occurring group and individual counseling sessions.
* Conduct individual psychotherapy per Marriage and Family Therapist License scope of practice.
* Attend weekly treatment team meetings and clinical reviews.
* Make client referrals to appropriate ancillary services.
* Schedule client appointments, staff meetings, training, and all activities as related to therapist position on personal calendar accessible by CHD staff members.
* Conduct clinical quality assurance and assist staff in maintaining Best Practice standards
* Provide supplemental trainings to counseling staff around presenting issues and trends in the field.
* Provide programmatic support in developing practices that increase efficiency, compliance and excellence.
* Actively participate in the safety program and provide meaningful suggestions for working safely.
* Provide support to Outpatient Director in making changes to program policy and procedure.

**Supervisory Responsibilities**

None

**Required Skills and Abilities**

* Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
* Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
* Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
* Ability to utilize computers, Microsoft Word, Microsoft Excel, Sonoma Web Infrastructure Treatment System (SWITS) and Microsoft Outlook.

**Education and/or Experience**

* Master's degree (M. A.) or equivalent
* Four to ten years related experience and/or training
* Equivalent combination of education and experience.

**Certificates, Licenses, Registrations**

* Valid Licensed Marriage and Family Therapist, or Licensed Clinical Social Worker, or Licensed Professional Clinical Counselor, or a registered Associate of any of the above licenses
* Must possess a valid California drivers’ license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle

**Physical Requirements**

Regularly*:* Use hands to finger, handle, or feel; Reach with hands and arms

Frequently: Stand, walk, sit; climb or balance, stoop, kneel, crouch, or crawl

Occasionally: Lift up to 25 pounds

Vision: Close vision (clear vision at 20 inches or less)

**Work Environment**

Moderate noise (examples: business office with computers and printers, light traffic)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders. Employment at CHD is* ***at-will****. This means employment is for an indefinite period of time and it is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.*

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_