



## Job Description

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<b>Position Title:</b>	<u>Clinician</u>	<b>FLSA:</b>	<u>Exempt</u>
<b>Position Reports To:</b>	<u>Clinical Supervisor/Division Head</u>	<b>Salary Range:</b>	<u>\$58,000 - \$62,000 Annual</u>

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### Summary of Duties:

Provide mental health services for the agency which include, but are not limited to, individual counseling, group counseling, clinical intake/evaluation, family therapy, crises intervention, parent/child therapeutic activities, community presentations, home visits, and outreach activities. You will be expected to maintain a service productivity or utilization rate of 70% to 75%. Although every attempt will be made to center service provision to one service area, depending on agency's program needs and language capacity, you may be asked to travel to other service areas as needed.

### Essential Duties and Responsibilities:

1. Provide mental health services as defined by DMH to individuals and families with a strong emphasis on the treatment of children. This may include outpatient clinic, school-based programs, home visits and other sites outside the designated clinic location.
2. Assume the role of Single Fixed Point of Responsibility (SFPR) for the treatment planning process and providing care for your assigned clients. Coordinates client care with psychiatrist, other clinicians and CSS staff.
3. Provide direction for Community Services (CSS) staff assigned to your clients for the implementation of case management services. Whenever needed, incorporate case management services in the client's service plan. Initiate and promote communication with CSS staff regarding mutual clients.
4. Maintain accurate, complete and timely charting of clients' services and outcomes. Progress notes should be completed within 48 hours of the client session. The opening and closing of charts must be completed in a timely manner as defined by the agency.
5. Provide regular and periodic reviews of the client's treatment plans and service plans as required by DMH and other programs. Responsible for obtaining all needed client or parental signatures and/or consents for treatment and treatment plans.
6. Schedule a minimum of two hours per week to conduct intakes for new clients. This may be more depending on the agency's needs.
7. When appropriate, coordinate, develop and provide community education programs and other behavioral health programs based on the assessed needs of the community.
8. When appropriate, develop and provide psycho-social/educational services, i.e., parenting, stress management, anger management, domestic violence batterer's treatment and other services as directed by the Clinical Supervisor.
9. Responsible for participation in the clinicians' rotation of on-call duty, 24/7 for a week at a time to provide assistance for clients in crisis.
10. Participate in providing culturally sensitive and linguistically competent community outreach as assigned. This may involve weekend activities in collaboration with the CSS staff.
11. Promote PACS services to the community and develop professional relationships with staff at other agencies, schools, DMH, etc. to foster collaboration and referrals.
12. Perform other duties and tasks as assigned by the Clinical Supervisor and/or the Clinical Director.

### Miscellaneous Duties and Responsibilities:

1. If a registered MFT Intern or Associate of Social Work, you are required to be under the supervision of a clinical supervisor in order to provide mental health services. You are required to attend both the weekly individual and group supervisions provided by the agency. You are to submit records to your supervisor for signature for the hours completed that week on a regular and consistent basis. It is PACS' expectation that unlicensed clinicians obtain licensure within four (4) years of appointment to that position.



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2. Comply with the agency's schedule for billing, mileage reports and other deadline oriented clinical administrative tasks.
3. Check your emails and voicemails on a daily basis and respond in a timely fashion. Complete administrative tasks such as chart opening or closing, signing progress notes, updating activities in the Outlook Calendar, submitting weekly mileage reports, etc. in a timely manner as specified by the agency.
4. Familiarize yourself with DMH billing procedures.
5. Be informed about the agency's funding sources so that billing and caseloads correlate to the available funding streams during any quarter of the fiscal year.
6. Be willing to attend various DMH trainings and workshops to expand one's knowledge of clinical practices, DMH regulations or specific mental illnesses.
7. Attend staff and clinical meetings on a regular basis.

### **Qualifications and Experience:**

1. Minimum of a Master's degree in Social Work, Marriage and Family Therapy, Counseling Psychology, Psychology or other fields of human and social services and current registration with the California state Board of Behavior Sciences Examiners (BBSE).
2. Minimum of one year's experience providing clinical mental health services and/or social services.
3. Familiarity with the DMH system of public health or a strong motivation to learn about it. Prefer an applicant who has a desire to work in public health.
4. Bilingual and bicultural skills in Spanish or Asian Pacific Islander languages preferred.
5. Exhibit a flexible, client-centered perspective while maintaining an outcome-oriented treatment plan.
6. Show experience and comfortability in working with a culturally diverse clientele. Be able to bridge cultural differences.
7. Be willing and knowledgeable about working with an interpreter who may not be clinically trained.
8. Must be willing to travel to and within the agency's various service areas when needed, have reliable transportation with current driver's license and automobile liability insurance.

*Above duties and qualifications may be updated without notice due to programs and services requirements.*