

Southeastern Behavioral HealthCare

Job Description

TITLE: Care Clinician

JOB CLASSIFICATION: Direct Care II / non-exempt

DEPARTMENT: Community Support Services

IMMEDIATE SUPERVISOR: Clubhouse Coordinator

QUALIFICATIONS: Must have the knowledge, skills and abilities to work with other mental health staff and consumers in both individual and group settings. Shall have achieved at least an associate degree in one of the helping professions and show potential or demonstrated skill and competence in mental health practice with severe mentally ill adults (SMI). Must have a current driver's license, car insurance and a driving record acceptable to Southeastern's Insurance provider.

JOB SUMMARY: A non-exempt position responsible for assisting consumers with their goals through their recovery plan. Will provide assistance through case management activities, developing and implementing relevant groups and coordination with external parties. Also responsible for required documentation. Function as an active and positive member of Community Support Services team.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have the ability to assess consumer's personal hygiene and appearance, living conditions and basic living skills, and symptomology, such as auditory hallucinations, various delusions, paranoia, depression, manic behavior, suicidal status, emotional intensity and social functioning. Also must be able to assess the physical environment including any inappropriate behaviors such as sexual touching, assault, verbal outbursts, harassment and begging. Lifting, stooping, bending and standing for extended periods. Must be able to monitor consumer's self-administration of medications. Must be able to administer basic First Aid and CPR. Must have the ability to drive a van or similar vehicles and must be able to lift up to 25#.

ESSENTIAL JOB FUNCTIONS:

Essential job functions include, but are not limited to:

- A. Perform in accordance with the policies and procedures of the Southeastern Directions for Life (SBH).
- B. In carrying out all job responsibilities, provide a positive model in upholding the SBH Chosen Values.
- C. Provide direct services to consumers:
 1. Provide case management, individual and group therapy and support services for Community Support Services (CSS) consumers.
 2. Communicate both verbally and in writing.
 3. Assist in the development of individual treatment /case service plan for each consumer and reevaluate and update every six months.
 4. Maintain accurate progress notes and case records on all therapeutic contacts.
 5. Identify unmet service needs of consumers and areas of difficulty to assure accurate documentation and appropriate revisions to case service plans.
 6. Assist consumers through treatment by using good judgment and sound reasoning based on education and experience.
 7. Provides case management in office or in community as necessary to meet case service plan goals.
 8. Locate and refer consumers to community resources that can assist them in meeting their goals.

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9. Teach skills necessary to consumers, for the most successful functioning in the community.
 10. Provide family education and support as needed.
 11. Provides crisis intervention services for the SMI consumer.
 12. Function both autonomously and as a team member of the Clubhouse, and CARE team.
 13. Make decisions regarding consumer's involvement in activities of the Clubhouse.
 14. Refer unusual incidents and non-routine decisions to the Clubhouse Coordinator.
 15. Internally, develop professional relations with members, staff, volunteers, students and colleagues. Externally, represent SBH consumers professionally to other agencies with respect to advocacy, and networking.
 16. Communicate effectively both verbally and in writing.
 17. Assist in community education and consultation, promotion, and advertising to increase community awareness of CSS and individuals with a SMI.
 18. Provide emergency on-call coverage in rotation with other SBH staff.
 19. Participate and provide guidance and leadership within the CARE program as assigned.
 20. Complete a medication administration training course following the guidelines of ARSD and demonstrate the required level of proficiency. Once trained
 - a. Assist with administration of prescribed and nonprescription medications prescribed by a psychiatrist, physician's assistant or certified nurse practitioner for consumers who are incapable of self administration.
 - b. Instruction in the act of self-administration of prescription and nonprescription medications prescribed for self-administration by a psychiatrist, physician, Physician's assistant or certified nurse practitioner.
- D. Implement services that support the SBH chosen values by successfully carrying out the following principle accountabilities:
1. Support Southeastern's goal of excellence by ensuring that a range of opportunities are made available to all members through the integration of the Recovery Model.
 2. Provide the following:
 - Assistance to members in building and maintaining supports/friendships
 - Assistance in providing feedback and modeling on appropriate behaviors.
 - Assistance with cognitive skills
 - Assistance with symptom management and recognition
 - Assistance with development of coping skills
 - Assistance with communication skill development
 - Assistance with issues regarding self-esteem and assertiveness
 - Assistance in avoiding isolative behaviors
 - Assistance with prevocational and time-structuring skills
 3. Discover and develop the talents and abilities of members by establishing positive relationships with members.
 4. Enhance the quality of life of members by acting as an advocate on their behalf.
 5. Provide employment opportunities by supporting E.C. functions, provide long

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- term support to help consumer's maintain employment.
6. Ensure that opportunities are available for members to utilize social skills and make personal connections to peers.
 7. Maintain an integrated and coordinated program by communicating relevant information to consumers and staff of CSS.
- E. Provide other necessary service:
1. Be able to consistently perform a minimum of 40 hours per week inclusive of eligible benefits.
 2. Maintain a valid driver's license and a good driving record so as to not put SBH insurance in jeopardy.
 3. Inter-service area travel including driving various agency vehicles and necessitating use of private auto. Employee must provide own means of transportation and necessary auto insurance.
 4. In carrying out all duties and responsibilities show respect for the confidentiality of each consumer.
 5. Maintain positive rapport and good working relationship with other staff, consumers and other community agencies and individuals.
 6. Write necessary reports and prepare documents for other agencies as needed.
 7. Coordinate and communicate openly and directly (both verbally and in writing) with CSS staff and other SBH departments to ensure continuity of services and treatment. Provide written and verbal feedback to consumer and appropriate staff regarding consumers functioning within the program in the various programs.
 8. Share information and ideas. Participate as a member of the CSS staff in planning and coordinating various aspects of service delivery to provide the best possible services.
 9. Give input, participate in discussion and then support team decisions.
 10. Attend and participate in supervision, consultation, inservice training, staff meetings, workshops and related committees as assigned.
 11. Participate as member of CSS staff in planning and coordinating various aspects of service delivery.
 12. Provide Consultation & Education (C& E) services to community agencies and groups as needed/necessary.
 13. Perform other job related duties as assigned.

I have read and do acknowledge this job description:

Employee Signature

Date