**Job Title:** Outpatient Clinician

**Department:** Outpatient Services

**Reports To:** Clinical Supervisor of Outpatient Services

**FLSA Status:** Non-Exempt

**Prepared By:** Human Resources Manager

**Approved Date:** October 12, 2018

**Summary:** The Outpatient Clinician is responsible for clinical and administrative activities relating to outpatient referrals for individuals, families, couples and groups using Outpatient Services with Intercept.

**Education:** A minimum of a Master’s Degree in a Human Services field (Social Work, Counseling, Psychology, etc.), including a minimum of 60 hours of required coursework for approval for licensure in the Commonwealth of Virginia. Or, a Licensed Mental Healthcare Provider, Physician/Psychiatrist or Physician’s Assistant in the commonwealth of Virginia.

Or, a LPC, LCSW, LMFT, LCP or other independently licensed professional by the Department of Health Professions. Or, a Resident in Counseling or Supervisee in Social Work, registered with the appropriate Board and receiving ongoing clinical supervision towards licensure with appropriate licensed provider.

**Experience:** Postgraduate clinical experience working with children, adolescents or families highly preferred. Experience providing children’s clinical services and functioning as a therapist in a mental health agency highly preferred. Experience in a broad range of therapeutic modalities (individual, group and family therapies) is preferred, as well as in-depth knowledge about the use and implementation of evidence-based practice models identified for outpatient services programs.

**OUTPATIENT THERAPY**:

• Ensure clinical documentation compliance (completion of initial screenings, diagnosis at intake for billing requirements utilizing DSM-V criteria, session documentation, services plans/reviews if required by insurance, discharge planning and recommendations, any other forms/documentation required by insurance provider for reimbursement or ethical documentation of services).

• Utilize effective listening skills to establish rapport with patients, groups, couples, and family members to provide emotional support/encouragement, and engage family members in the service process.

• Initiate and provide ongoing communication with service professionals to ensure coordination of care.

• Provide crisis intervention as necessary during available hours. Educate patients on/implement alternative crisis contacts and planning as needed if therapist not available, and continually assess clients for increased service needs.

• Conduct and prepare written diagnostic assessments, assessing patients from multiple perspectives (family functioning/psychological/emotional/social/academic/medical/behavioral/substance abuse/strengths/treatment history, etc.).

• Furnish additional assessments/evaluations within scope of expertise.

• Utilize various assessment instruments as needed within scope of expertise.

• Meet with/provide treatment to patients as necessary to ensure success.

• Provide regular monitoring for patients to include assistance with learning and carrying out necessary treatment goals.

• Develop and implement treatment plans as needed, and document case activities within/outside of therapy sessions for all services, clinical standards and billing purposes.

• Maintain high quality standards for services rendered by adhering to appropriate licensing Board’s Ethical Standards.

• Maintain an awareness of their areas of expertise, and an ability to staff or refer a case elsewhere if it becomes too complex or falls outside one’s appropriate scope of practice. (Refrain from engaging in specific therapeutic interventions that require separate certification and or licensure).

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in 1:1 and small group situations to associated stakeholders.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Current driver’s license, safe automobile, and current and sufficient auto insurance. Licensed by the Virginia State Board of Health Professions in respective field of practice. Evidence of 60 hours of required coursework for approval for licensure in the Commonwealth of Virginia, if applicable. Certification of LMHP, Physician/Psychiatrist or Physician’s Assistant in the Commonwealth of Virginia, if applicable. LPC, LCSW, LMFT, LCP certification if applicable. Evidence of Residency in Counseling or Supervisee in Social Work, registered with the appropriate Board and receiving ongoing clinical supervision towards licensure with appropriate licensed provider, if applicable.

**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.

* Phone-related tasks require the ability to hear and speak.
* Working with clients includes having the physical abilities to perform physical restraints( in accordance with requirements set forth by Crisis Wave or other behavioral management training).
* Client supports occasionally requires the ability to climb, balance, stoop, kneel, crouch, or crawl, and taste or smell.
* Transporting clients and recreational equipment requires operating a motor vehicle for 1-2 hours at a time, and may require to lifting or moving up to 10 pounds.
* Copying, filing, and record keeping duties require the ability to stand, sit, and move from position to position easily.
* Computer work requires the ability to input data from a keyboard quickly and efficiently (use of fingers/ability to feel).
* Close computer work requires clear vision as well as ability to adjust focus when returning to other tasks.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties require working in office environment with moderate noise level, including computers, printers, ringing phones, copy equipment. Must have the ability to work with ethnically, linguistically, culturally, and economically diverse populations.

**ACCEPTANCE OF JOB DESCRIPTION**

I hereby acknowledge understanding of the duties outlined above and agree to perform them to the best of my ability. I also understand that my performance will be formally evaluated by my supervisor at least annually and that evaluation will be thoroughly discussed with me. I have received a copy of this job description.

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Employee Name (Print) Date

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Employee Signature