



Role Description

JOB TITLE: Clinician

DEPARTMENT: Connections Wraparound

JOB CATEGORY and JOB TYPE:

Arranger

Resource

Coordination and Oversight

Intervener

Direct Peer Care

Direct Child Care

Direct Therapeutic Care

Direct Instruction

REPORTING RELATIONSHIP:

Lead

Supervisor

Manager

Assistant Director

Director

PURPOSE OF THE POSITION:

The role of the Arranger Clinician is to provide clinical coordination and oversight, consultation, evaluation and direct mental health/case management services (as required) to youth, young adults and their families and to assure timely and accurate documentation of the services provided through a multi-disciplinary and inter/intra-agency team. This role will be achieved in a manner that is behavioral oriented with a strength-based, family-focused and needs-driven philosophy.

MINIMUM QUALIFICATIONS:

- Masters in Social Work or a related field; Licensed or registered LPHA; completed required BBSE hours
- Experience not required, but preferred
- Must have skills necessary to engage and work with others from diverse backgrounds
- Maintain a non-judgmental attitude toward families
- Maintain required licenses and certifications to perform role

ESSENTIAL FUNCTIONS:

1. Universal Engagement Skills: The competent Hathaway-Sycamores employee who primarily functions as an arranger/organizer of services and supports will consistently demonstrate the capacity to:

- Meet, greet and make youth/young adult and family feel welcome
- Explain and clarify their role and the role of services
- Assess immediate risk for safety and coordinate resources for stabilizing that risk
- Arrange for the collection of relevant information regarding the family's story, current situation, and family strengths and needs
- Coordinate team membership for planning team
- Clarify and communicate initial conditions that brought referrals to the agency for help
- Complete regulatory documents and outcome measures in a timely manner
- Reach agreement with youth/young adult and family about privacy needs

Specific Engagement Skills: The skilled Clinician should consistently demonstrate the capacity to:

- Organize, individualize and apply the use of appropriate assessment tools for each presenting situation

2. Universal Planning Skills: The competent Hathaway-Sycamores employee who primarily functions as an organizer/arranger of services and supports will consistently demonstrate the ability to:

- Organize team members for a planning meeting
- Engage team members in developing an overall plan of care that includes a team mission statement, addresses initial conditions that brought the youth/young adult /family for help, builds on strengths, addresses needs, documents safety contingencies, details actions and specifies an evaluation process
- Guide the team members towards open, strengths based, family friendly problem solving
- Coordinate and maintain necessary paperwork
- Locate, engage and coordinate services and resources across Hathaway-Sycamores, system, community and family resources

Specific Planning Skills: The skilled Clinician should consistently demonstrate the capacity to:

- Guide team to implement the interventions of the plan and update as necessary

- Monitor cases to ensure continued eligibility

3. Universal Implementation Skills: The competent Hathaway-Sycamores employee who primarily functions as an arranger/organizer of services and supports will consistently demonstrate the capacity to:

- Facilitate communication among all team members in planning meetings regarding the follow through, timeliness and outcomes of planned interventions
- Coordinate and allocate resources needed to implement the interventions outlined in the plan of care
- Coordinate additional services (i.e. health, medication, psychological testing) and provide linkages / referral to these services as identified in IPC
- Involve team members in decisions to make changes as needed
- Maintain a healing and helpful relationship with youth, young adult and family

Specific Implementation Skills: The skilled Clinician should consistently demonstrate the capacity to:

- Guide team to implement the interventions of the plan and update as necessary
- Monitor cases to ensure continued eligibility

4. Universal Transition Skills: The competent Hathaway-Sycamores employee who primarily functions as an arranger/organizer of services and supports will consistently demonstrate the capacity to:

- Empower team members to assess the appropriateness of a shift into the transition phase
- Analyze progress toward the meeting of service goals
- Review existing crisis response strategies
- Empower family members to revisit and revise safety plan as needed
- Prepare and distribute a written transition plan that communicates schedules for ending formal services and follow-up or community resources available
- Prepare all necessary reports for referring and participating agencies related to the close of service

Specific Transition Skills: The skilled Clinician should consistently demonstrate the capacity to:

- Assist specialists to end with families in a healthy manner

TEAM:

- Exercise tact and sensitivity in performance of job duties

- Proactively work to ensure that all information is appropriately communicated to others both orally and through maintenance of agency logs and records
- Treat all staff with respect, including arriving punctually for all shifts and scheduled meetings; exhibit flexibility in scheduling; follow through on all assignments; communicate both honestly and positively; does not gossip or denigrate
- Develop relationships of trust and respect with all staff members with whom he/she interacts
- Work cooperatively with all staff, including those not involved in program delivery
- Provide and accept communication and feedback to strengthen overall programs and activities
- Seek assistance and advice when appropriate
- Complete all required reports and documentation in a timely manner; ensure integrity of documentation
- Actively seek to solve problems

COMMITMENT TO MISSION, VALUES, AND PHILOSOPHY:

- Understand and demonstrate commitment to agency mission, values, and philosophy in performing skills specific to role
- Maintain all ethical and legal requirements of the Agency
- Assume responsibility for meeting and maintaining all licensing, JCAHO or agency requirements for personal health, training or other certifications
- Know, comply, and maintain all licensing standards, audit requirements and JCAHO standards
- Know and consistently implement agency safety and health procedures
- Know and follow agency policies and procedures in carrying out all job duties
- Represent the Agency professionally and appropriately with all constituencies and in the community
- Perform all other duties as assigned

I have read the above role description, have had the opportunity to ask questions and understand the nature of my role and its importance in meeting the agency's goals and objectives. I understand that the specific functions of this role may change from time to time to meet the evolving needs of the agency.

Employee Name Print/Signature

Date