

**VOLUNTEERS OF AMERICA ALASKA  
ASSESSMENT SPECIALIST  
POSITION DESCRIPTION**

**Position Title:** Assessment Clinician/Mental Health Clinician

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

**Objective**

The Assessment Specialist is responsible for conducting substance abuse assessments, mental health assessment and integrated behavioral health assessments dependent on initial screening results. The Assessment Specialist maintains contact with agency referents and actively seeks referrals from new and existing sources. Conducts utilization reviews with referents per their requirements. Maintains waiting lists and advises those waiting services of their status in a timely and coordinated manner. This position also provides clinical coverage to the Assist location if needed. Expectations regarding the quantity of work are outlined in essential functions, duties and responsibilities.

**Essential Functions, Duties & Responsibilities**

***Clinical Services***

Conducts comprehensive substance use disorder & mental health assessments, in addition to integrated behavioral health assessments to youth seeking services. Collects all appropriate supporting data. Utilizes ASAM Patient Placement Criteria for placement decisions and DSM V for diagnostic formulation. Administers and scores Alaska Screening Tool and Client Status Review Form. Uses these tools to inform the assessment. Presents findings to the agency clinical team, including the Vice President of Treatment Services, consulting psychologist and other program staff and makes recommendations for admission to VOA programs. Presents assessment information to the internal placement committee.

***Intake***

Schedules and facilitates intake sessions of new clients and their families. Gathers necessary financial documentation and explains fee structure to clients. Presents new clients at staff meetings once admission has been determined. Completes all required intake paperwork and begins to orientate clients to the program. Maintains all CARF standards, Medicaid regulations and DBH grants requirements that pertain to assessments, wait lists and intakes.

***Utilization Review***

Conducts pre-authorizations for care with managed care and insurance companies. Conducts utilization review with manage care companies. Establishes a positive working relationship with case managers and provides required information in a timely and accurate manner. Coordinates recommendations with agency clinical team.

***Referrals***

Establishes positive working relationships with referral sources statewide. Refers individuals to community resources when appropriate. Actively seeks referrals from existing and potential referral sources. Follows up regularly with youth approved for admissions and retained on the waiting lists to provide support, pre-treatment services and reassess continued appropriateness for treatment. Provides program information to referral sources.

### ***Other Duties***

Maintains client confidentiality and safeguards client information as per Federal Regulation. Performs other duties as assigned. Expected to complete all assigned duties in accordance with timelines established by immediate supervisor.

### **Knowledge, Skills and Abilities**

- Master's Degree in counseling or a related field
- Two years' experience with individuals with chemical dependency and co-occurring disorders
- Proven ability to work with diverse community groups and the ability to provide culturally competent services
- Excellent writing and communication skills
- Ability to work flexible hours (including days, evenings and some weekend hours.) Ability to travel if required (must have own transportation.)

### **Working Conditions**

The work environment characteristics and physical demands 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.

- Works in office areas. Interacts with staff, consultants, and outside vendors. May be subjected to interruptions throughout the workday.
- While performing the duties of this job the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to lift up to 25 pounds. The vision requirement includes close vision.