

**VOLUNTEERS OF AMERICA ALASKA
LEAD CLINICIAN
HOMELESS SERVICES
POSITION DESCRIPTION**

Position Title: Lead Clinician of Homeless Services

Reports To: Program Manager – PSH

Salary: \$60,000 to \$65,000

Objective

The Lead Clinician is responsible for clinical programming in the Homeless Services Division. The Lead Clinician is responsible for supervising a growing department and conducting comprehensive chemical dependency and mental health assessments and services for eligible Permanent Supportive Housing clients. This is a community based position, in that majority of the clinical work will be done in the community with the client. This position will be working with transition age youth referred through the Anchorage Coalition to End Homelessness's Continuum of Care program (CoC).

Essential Functions, Duties & Responsibilities

- Serve as programming content expert and patient advocate
- Review treatment curriculum and/or interventions and updating quality and materials as needed
- Support and supervise clinicians in the Homeless Services Division
- Consult on cases and treatment plans
- Must carry at least 15 hours of direct clinical care, and be responsible for the following:
 - Demonstrate ability to provide comprehensive and ongoing assessment resulting in appropriate treatment and discharge recommendations.
 - Create an individualized treatment plan with specific and measurable goals. Must continually monitor progress and re-evaluate appropriateness of goals, resetting as appropriate.
 - Demonstrate knowledge of and practice of clinical interviewing/counseling skills.
 - Ensure that patients are seen for services as clinically indicated (on assessment/treatment plan).
 - Encourage reluctant and/or resistant patients and/or family members to stay in program and build motivation. Work with supervisees to do the same with their caseloads.
 - Provide case management for each assigned case, demonstrating ability to facilitate and/or ensure the whole of patient care. Integrate all aspects of care and ease the process of treatment for the patient.
 - Be creative in therapeutic interventions to include homework assignments, community resources, etc.
 - Conduct Utilization Reviews and ensure supervised staff are conducting in timely fashion to ensure payment.

- Have ongoing attention to discharge plan.
 - Effectively communicate to other members of the treatment team about patient care and treatment.
- Services to be provided will include: mental health and integrated assessments, treatment planning, treatment plan reviews, family, group and individual therapy, and case management.
 - Functions as a full member of the clinical team and works collaboratively with all treatment team members to ensure transition age youth are receiving effective services in accordance to their assessment/treatment plan.
 - Leads weekly clinical case review meetings and participates in treatment plan reviews.
 - Reviews Critical Incidents, Treatment Plans, Staffing Summaries, and Assessments of assigned staff to ensure quality care and compliance to policy and regulation.
 - Participates in the development of individualized treatment plans and treatment plan reviews using the CSR data.
 - Responsible for documentation of services according to agency policy and procedures and Medicaid regulations, in addition assures that the Covenant House Clinician and Case Manager are documenting according to agency policy and procedure.
 - Responsible for communicating important clinical data to appropriate team members.
 - Maintains client confidentiality and safeguards client information per 42 C.F.R. part 2 and HIPAA privacy and security regulations.
 - Expected to complete all assigned duties in accordance with timelines established by immediate supervisor.
 - Provides staff training as scheduled by the PSH Program Manager
 - Provides community based services.
 - Leads group supervision once weekly with CoC teams.
 - Provide oversight of all clinical activities in the homeless services division.

All other duties as assigned

Knowledge, Skills and Abilities

- Master's Degree in a counseling, psychology, social work or a related field
- Two years' experience working with adolescents or other persons having co-occurring disorders (substance use disorder and severe emotional disturbances)
- Licensed Clinical Social Worker, Licensed Psychological Counselor, or similar *preferred*.
- Chemical Dependency Counselor Certification *preferred*.
- Proven ability to work with diverse community groups; with a focus on Alaska Native people, knowledge of their values and belief systems and ability to provide culturally competent services
- Ability to make sound decisions based on information available.
- Excellent writing and communication skills

- Ability to work flexible hours (including days, evenings and some weekend hours.)
- Ability to travel (must have own transportation and proof of insurance 100/300.)

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.

Acknowledgement

Every effort has been made to identify the essential functions of this position. However, this job description in no way states or implies that these are the only duties you may be required to perform. The omission of specific descriptions of duties does not exclude them from the position if the work is similar, related or can be considered essential to this position.

I have read and understand this job description and fully understand the requirements set forth herein. I accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my employment is at-will; that my employment may be terminated at-will by Volunteers of America Alaska or myself, with or without notice for any reason not expressly prohibited by law.

_____ Printed Name of Employee

_____ Date: _____
Signature of Employee