

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

Position Title: Mental Health Clinician – Assessment and Intake

Reports To: Clinical Director - Outpatient Services

Direct Report(s): None

Objective

The Assessment and Intake Clinician is responsible for the initial screening and assessment of all potential ARCH and Assist clients. The Assessment Specialist maintains contact with agency referents and actively seeks referrals from new and existing sources. The Assessment Clinician is responsible for working closely with the Assist receptionist regarding referrals, intakes, and outreach. Guides the receptionist in maintaining the waiting lists and advises those waiting services of their status in a timely and coordinated manner. 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 assessments and integrated assessments to youth seeking services for ARCH and Assist as well as satellite sites. Collects all appropriate supporting data. Utilizes ASAM PPC II criteria for placement decisions. 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.

This position will also provide behavioral health services in the form of individual and family therapy on an as needed basis.

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. Attends community meetings with community partners such as the Department of Juvenile Justice

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 Social Work, 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.

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