

**VOLUNTEERS OF AMERICA ALASKA  
MENTAL HEALTH CLINICIAN-ASSIST  
POSITION DESCRIPTION**

**Position Title:** Mental Health Clinician-Assist Outpatient

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

**Objective**

The Mental Health Clinician is responsible for providing a comprehensive variety of mental health services to Assist clients with co-occurring disorders and their families.

**Essential Functions, Duties & Responsibilities**

***Mental Health Services***

- Responsible for providing mental health services to Assist clients (youth with substance use disorders and severe emotional disturbances) and their families.
- Services to be provided will include: mental health and integrated assessments, treatment planning, treatment plan reviews, family therapy, multi-family group therapy, group and individual therapy, and case management.
- Manages a caseload of assigned youth.
- Functions as a full member of the clinical team and works collaboratively with all treatment team members to ensure youth are receiving effective services in accordance to their treatment plan.
- Collaborates with community partners and constitutes to support clients and their families in meeting their treatment goals.
- Attends weekly case review meetings, supervision, and participates in treatment plan reviews with treatment team.
- Participates in the development of individualized treatment plans and treatment plan reviews using the CSR data obtained from the clients and their families.
- Responsible for documentation of services according to agency policy and procedures and Medicaid regulations.
- 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 Clinical Supervisor.

**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 having co-occurring disorders (substance use disorder and severe emotional disturbances) and their families.
- 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 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

\_\_\_\_\_  
Signature of Employee

Date: \_\_\_\_\_