

**VOLUNTEERS OF AMERICA ALASKA**  
**MENTAL HEALTH CLINICIAN- SCHOOL BASED SERVICES**  
**POSITION DESCRIPTION**

**Position Title:** Mental Health Clinician – School Based Services

**Reports To:** Clinical Director - Outpatient

**Objective**

The Mental Health Clinician is responsible for providing clinical services to the school students at: Benny Benson Alternative School, East or Bartlett High School, or Begich Middle School. This position is a critical component to the Volunteers of America Alaska (VOA) service delivery system, but is a satellite member of the outpatient team. Expectations regarding duties and responsibilities are outlined in the essential functions, duties and responsibilities.

**Essential Functions, Duties & Responsibilities**

***Mental Health Services***

- Responsible for managing a caseload of up to 25 clients (depending of frequency of sessions and hours worked).
- Responsible for providing mental health/substance use services to include conducting integrated substance use/mental health assessments, treatment plans, treatment plan reviews, case management, and weekly group, individual and family sessions.
- Uses screening tool data to inform the above.
- Completes documentation and services in accordance to Medicaid, Commission on Accreditation of Rehabilitation Facilities (CARF), Division of Public Health, and Division of Behavioral Health regulations and standards and agency policy and procedures.
- Participation and coordination of the weekly family program as assigned.
- Coordination of services with the substance abuse counselors (if applicable), out-patient providers (if applicable), school providers, Clinical Director, Consulting Psychiatrist (if applicable) and Consulting Psychologist (if applicable).
- Provides input into development of mental health services to include group curriculum development (if and when applicable).
- Conducts training for school staff in coordination with supervisor.
- 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.
- Maintains program integrity and client safety.
- Responsible for maintaining contact with parents regarding to client’s treatment plan, prognosis and treatment progress.
- Responsible for maintaining contact with teachers or other school officials regarding client’s needs.

- 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.

**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) *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 Monday through Saturday, varied hours. Ability to travel if required (must have own transportation and meet state and VOA requirements to operate a vehicle.)

**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.*

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Printed Name of Employee

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Signature of Employee

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