



JOB POSITION DESCRIPTIONS

EMPLOYEE NAME: _____ DATE: _____

POSITION:	Clinical Support Staff
RESPONSIBLE TO:	Clinical Supervisor(s), Clinical Director
SUPERVISED BY:	Clinical Supervisor(s), Clinical Director
POSITION/INDIVIDUALS SUPERVISED:	None
INTERRELATIONSHIPS:	Maintains open communication lines with facility staff, attending clinicians and physicians, patients and families. Liaisons with community agencies, vendors, and payor of health services.
POSITION PURPOSE:	
The Clinical Support Staff is responsible for performing a wide variety of patient care activities as directed by the attending physician, Medical Director and Clinical Coordinator. He/she will be cover for patient caseload and will provide group, individual, and family therapy, as needed. Will conduct psychosocial and bio-psychosocial assessments. Collaborates with the Treatment Team to formulate the Master Treatment Plan, and assists in coordinating discharge planning. Has primary responsibility for maintaining communication with the referral source and other services provided as needed.	
POSITION REQUIREMENTS/QUALIFICATIONS DESIRED:	
1. EDUCATION:	Bachelor’s Degree in field of Counseling, Social Work, Psychology, Nursing, Rehabilitation, Special Education, Health Education, or related human services field; required.
2. EXPERIENCE:	One to Two Years of work experience in substance abuse and mental health field, preferred.
3. LICENSURE/CERFICATION:	CAP or CADC, preferred.
4. SKILLS/ABILITIES:	Demonstrates Proficiency in Communication & Written skills. Knowledge of State & Federal Statutes Regarding Patient Confidentiality laws. Knowledge of Drug-Free Workplace Policies. Knowledge of Workplace Violence. Knowledge of Corporate Integrity & Compliance Program. Demonstrates knowledge of Substance Abuse experience.

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5. GENERAL EDUCATIONAL DEVELOPMENT:	See Attachment
6. APTITUDES:	See Attachment
7. AGE SPECIFIC INDIVIDUALS SERVED/RESPONSIBILITY:	Adults
8. OTHER QUALIFICATIONS:	Familiar with community resources
9. EMPLOYEE CLASSIFICATION:	Non-Exempt
WORKPLACE ENVIRONMENT:	
1. ENVIRONMENTAL CONDITIONS:	Position is required to work in a temperature-controlled environment; 80% - 90% of the time spent indoors. Potential exposure to violent situations. Potential exposure to airborne/blood-borne pathogens or other potentially infectious materials.
2. MACHINES/EQUIPMENT USED:	Computer Calculator Fax Machine Xerox Machine Shore Tel Telephone System Kipu(EMR)
3. PHYSICAL & MENTAL DEMANDS:	See Attachment
4. JOB CATEGORY UNIVERSAL PRECAUTIONS:	Routine tasks no high exposure to blood, body fluids, or tissues (although situations may arise in which the employee might encounter potential exposure to any of the above).
5. PERSONAL PROTECTIVE EQUIPMENT:	None
6. POTENTIAL WORKPLACE HAZARDS:	None
7. POTENTIAL WORKPLACE VIOLENCE:	Med /High
OTHER AREAS:	
1. SUPERVISION PROVIDED TO POSITION:	On a monthly basis, direct supervision is provided in either an individual and/or group setting.
PERFORMANCE/PROFICIENCY STANDARDS:	Performance standards are integrated within the position responsibilities. The principle functions of the position identified shall not be considered as a complete description of the all the work requirements and expectations that may be inherent in the position.
3. REASON FOR JOB RESPONSIBILITY/FUNCTION:	See Attachment

Clinical Support Staff



SPECIFIC AREAS OF RESPONSIBILITY TO POSITION:

1. Review assessments from referring facilities and note problems/issues that require further attention.
2. Contact referral source and other key individuals to gather additional information as necessary.
3. Complete ASAM Forms (admission, continued stay, transfers and Discharge) for each level of care. Documenting Criteria.
4. Gather comprehensive diagnostic information through psychosocial assessment interview.
5. Develop an Integrated Summary, bringing together information from all assessments to identify problem areas that may affect treatment and/or need to be addressed in treatment planning.
6. Develop a comprehensive problem list that reflects patient's individual issues as described in the assessments and Integrated Summary.
7. Present psychosocial and diagnostic information to treatment team in a clear, concise manner.
8. During first session with patient, review initial treatment plan, including case management issues and be sure that patient and staff assignments and responsibilities are understood and in progress.
9. Formulate a comprehensive treatment plan with patient that effectively addresses patient issues and is completed within established time frames.
10. Develop clearly stated treatment goals and objectives that are measurable.
11. Develop interventions that will accomplish goals and objectives and state the planned frequency of interventions.
12. Participate effectively in multidisciplinary treatment plan reviews, demonstrating adequate preparation and understanding of patient issues, progress, areas of resistance, positive and negative strategies, etc.
13. Document the patient's progress accurately as it relates to treatment goals and objectives.
14. Continue treatment planning process throughout patient's stay in treatment, opening new problems and developing or revising treatment plans as necessary.
15. Assist patients in gaining group process skills.
16. Track patient's clinical problems in group.
17. Address problem behaviors.
18. Utilize experiential techniques effectively.
19. Create atmosphere in which self-disclosure is facilitated.
20. Conduct educational groups (lectures/videos/discussions) effectively.
21. Adhere to time schedules.
22. Provide individual counseling to patients at least one (1) times per week.
23. Assist patients gain insight into problems.
24. Assist patients in understanding treatment goals.
25. Give patient a clear picture of where he/she stands with regard to progress toward recovery as seen by the therapist and the multidisciplinary treatment team.
26. Enforce program rules and regulations in a firm but fair manner.
27. Confront counter-productive behavior appropriately.
28. Bond with patients and elicit respect.
29. Complete clinical documentation to include general and/or daily DAP notes in a timely manner.
30. Adapt to different types of patients.
31. Identify patient strengths and weaknesses.
32. Maintain healthy boundaries.
33. Understand and apply the program's clinical philosophy.
34. Maintain regular contact and open communication with families.
35. Assist families in identifying the problems and issues they need to work on.
36. Assist families in finding resources to help themselves.
37. Link patient with internal and external resources as needed to meet patient needs.
38. Maintain contact with referral source and other key individuals.
39. Assist patient in managing outside stressors (legal, financial, vocational, etc.) according to the best interests of the patient's progress in recovery.
40. Be effective in finding needed resources.
41. Maintain clinical records according to program policies and those of licensing and accrediting agencies.
42. Use good clinical judgment in moving patient through treatment levels.
43. Prepare patient to maintain recovery post-discharge.
44. Develop a discharge plan that meets patient needs for ongoing support.
45. Demonstrates ability to work with Substance Abuse clients.

Clinical Support Staff



Specific areas of responsibility to all positions;

1. Assists, promotes, and carries out philosophy of treatment.
2. Build positive relationships with staff and clients.
3. Represents the program to referral sources, potential patients, and other outside individuals and agencies in a courteous, professional manner that reflects positively on the program and its staff.
4. Answer telephones courteously and directs calls as requested.
5. Protects the confidentiality of patients and the privacy of staff.
6. Uses computer to type correspondence, reports and other items as requested, ensuring that typing is accurate, as needed by position.
7. Notes patient care and environmental issues and communicates with appropriate staff.
8. Accepts and utilizes supervision.
9. Addresses problems noted by supervisor.
10. Understand and apply the program's philosophy
11. Demonstrate good strategic and problem-solving skills
12. Ensure that documentation is timely, consistent, clear and articulate
13. Keep records secure at all times.
14. Communicate with supervisor and keep supervisor informed of significant developments
15. Demonstrate willingness to accept responsibility.
16. Participate in Quality Improvement activities and contribute to the welfare of the organization
17. Pursue professional development through participation in education and training programs.
18. Has good work habits; get things done a timely, efficient, manner with no excessive absences; is on time on scheduled shifts and prepared to begin work.
19. Function well as a team member and contribute positively to the morale of staff
20. Maintain good communication.
21. Willingness to be a team player.
22. To complete Incident reports as required.
23. To communicate with other staff as necessary to promote quality patient care.
24. Interact appropriately with patients, showing them respect while maintaining professional boundaries.
25. Maintain professional demeanor at all times.
26. Maintains the offices, residences, equipment and services of Behavioral Health of the Palm Beaches, Inc. in a manner that preserves the dignity and provides for the comfort and safety of all individuals admitted for treatment as well as staff and visitors
27. Follows Infection Control guidelines at all times.
28. Reports personal symptoms of suspected illness or contagious diseases to the Infection Control Nurse
29. Maintains a good public relation with the addiction treatment community and associates.
30. Demonstrates adherence to accepted ethical and behavioral standards of conduct.
31. Performs other duties as assigned by Supervisor

CERTIFICATION OF RECEIPT AND UNDERSTANDING

I hereby certify that I have reviewed a complete copy of my position description and workplace environment and understand my duties, responsibilities and workplace environment as described in the job description. I agree to perform the duties herein.

Employee Signature _____ Date _____

Human Resources _____ Date _____