

<p>JOB DESCRIPTION: SPURWINK SERVICES</p> <p>Effective Date: 09-15-14</p>	<p>SPECIAL ASSIGNMENT CLINICIAN</p>
---	--

* Denotes an Essential Function

Title: Special Assignment Clinician.

Category: AS3

Code: 511

Education and Experience Required: Master level social work or related degree from accredited school. Maine State licensure of at least LCSW or equivalent level. A minimum of 2 years of direct clinical and/ clinical supervisory experience is required. Clinician must maintain required licensing and certification throughout the duration of employment with Spurwink in this role.

Minimum Physical Requirements: Must be able to go up and down stairs and bend and lift and participate in physical restraints as required.

Duties and Responsibilities of the Position:

The Special Assignment Clinician is an integral part of supporting the operational flow within the program for which they have been assigned at Spurwink. He/she will be utilized on a variety of assignments within and across all of the programs. He/she shall assist the program when the regular clinical staffing is insufficient; In most instances this is due to the departure of a clinician, but also at times due to the unique need for additional clinical support. As the residential/ day treatment programs are located over a large geographical area, transportation is essential. On occasion, overnights in a local motel may be more desirable than long distance daily commutes; i.e. Cornville. Assignments will be given to the clinician by the Associate Director of Clinical Services, usually one to two weeks in advance. The Special Assignment Clinician acts as a positive role model for all program staff and supports appropriate intervention to ensure proper care of the school, agency and clients. Consistent with Spurwink's values he/she must support a sensitive, nurturing, and positive experience for Spurwink clients.

- * 1 As requested, train and provide group and/or individual support to Residential and Day Treatment Clinicians
- * 2. Participate in weekly supervision with the Program Director and keeps them apprised of any relevant immediate emergencies, crisis or mandated reporting situations.
- * 3. Provide clinical training and consultation to educational staff regarding clients served, as needed
- 4. Provide weekly group supervision to Behavioral Health Professionals as requested.
- * 5. Responsible for the implementation and integration of clients' Individual Treatment Plans, Individual Client Behavior Management Plans, Discharge Plans and Transition Plans.
- * 6. Provide on-call services to clients and families as needed.
- * 7. Provide crisis management services within Residential and Day Treatment program when needed.
- * 8. Assist and perform behavior management including physical restraint as needed,

- * 9. Provide individual, family and group therapy as needed.
- * 10. Complete managed care Reauthorizations and 1:1 reauthorizations, as well as corresponding documentation required for out of state or country clients.
- * 11. Assure all required clinical documentation in client files are up to date and clearly describe treatment programming being provided to client and families.
- 12. Participate in administrative and training programs/meetings and individual and group supervisions as requested.
- 13. Transport clients, if needed.
- * 14. Provide consultation and support to new clinicians on APS, use of Electronic Medical Records and documentation requirements. In conjunction with CQI, provide file reviews and technical support to clinicians as needed.
- 15. Advocate for the individual client and their family within program responsibility.
- 16. Those other assignments appropriate to the position as determined by the Program Director of the assigned program and Associate Director of Clinical Services.

Immediate Supervision: Associate Director of Clinical Services In addition, the Special Assignment Clinician is directly responsible to the Program Director or his/her designee at each program he/she works. Individual supervision is provided on a weekly basis with the Program Director from the program to which he/she has been assigned. General administration and assignments shall be directed from the Program Director and/or designee.

Immediate Subordinates: None.

Schedule of Employment: Exempt position. Availability for on-call status.

Other: As an employee of Spurwink, the Special Assignment Clinician is expected to adhere to the policies and procedures of Spurwink. Due to the nature of work, he/she is required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. By virtue of the responsibilities of this position, it is reasonably anticipated that the Special Assignment Clinician may be exposed to blood or other potentially infectious materials. Therefore, he/she will receive blood borne pathogens training (including training regarding Hepatitis B) and will be offered the Hepatitis B vaccination series upon hire. He/she must keep client and employee health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). He/she must maintain current Maine driver's license and a clean driving record as outlined in Spurwink's Driving policy.

General Sign Off: The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Name (Please Print)

Employee Signature

Date