

<p><b>JOB DESCRIPTION: SPURWINK SERVICES</b></p> <p><b>Effective Date: 05/01/12</b></p>	<p><b>CLINICIAN – PUBLIC SCHOOL COUNSELOR – EXEMPT</b></p> <p><b>Revised: 01/09/13; 03/19/13; 04/24/14</b></p>
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\* Denotes an Essential Function

**Title:** Clinician – Public School Counselor -- Exempt

**Job Category:** AS4

**Code:** CLN PSCE

**Experience and Education Required:** Master's level Social Work or related degree from an accredited school. Maine state licensure of at least LMSW-c/LCPC-c level. Independent licensure preferred. 1-2 years of relevant work experience (i.e. mental health, social services). Must maintain required licensing and certification throughout the duration of employment with Spurwink in this role.

**Position Summary:** This is a full time salaried year around position providing individual and family therapy to youth and their families in the school, home and community setting. Clinicians work in partnership with educational staff to help students succeed in school and across life domains. Clinician's participate in supervision, staff meetings and professional growth opportunities. Some afternoon and evening work is required. Productivity standards are required.

**Performance Standards:**

- \* 1. Provide individual client therapy utilizing best practices, culturally competent, trauma informed, and evidenced based models. Monitor progress and effectiveness of service plan to include updating the plan as indicated.
- \* 2. Provide family therapy in the home and community setting and encourage family involvement in treatment.
- \* 3. Collaborate with all team members, including school personnel, working with the client and family. Maintain thorough communication and positive and collaborative partnerships and continuity of care with other providers.
- \* 4. Know and comply with program policies and procedures. Adhere to Spurwink and mental health licensing standards re: confidentiality, client rights, etc.
- \* 5. Maintain current licensure and/or certification as required for the position.
- \* 6. Maintain current client records and documentation according to Spurwink and licensing standards (i.e. psychosocial assessments, service plans, quarterly reviews and progress notes).
- \* 7. Participate in monthly/weekly supervision depending on licensure requirements and keep supervisor apprised immediately of emergencies, situations that require mandated reporting. Implement supervisory recommendations and directives, seek supervision as needed and be receptive to feedback. Participate in staff meetings and consultation calls.
- \* 8. Understand and manage the unique dynamics created by the public/private partnership and become knowledgeable about the procedural guidelines and expectations of working within the public school environment as a Spurwink representative.

- \* 9. Manage and monitor MaineCare usage and private insurance coverage for client caseload. Complete continued stay reviews as needed and insurance re-verifications. Manage client billing to ensure payment of services.
- \* 10. Clinicians are expected to be present at their school during agreed upon hours. If unable to report to work or any change to their regular schedule clinician will consult with supervisor and follow call out procedure.
- \* 11. Maintain weekly and annual productivity standards.
- 12. When clinically appropriate, clinicians will work with classroom teachers to create therapeutic interventions that could be used in the school environment
- 13. Be adaptable to change and promote positive changes in the workplace and agency. Consistently contribute to a positive work environment, remaining aligned with the agency mission. Exhibit self-motivation, dedication to assignments, and flexibility.
- 14. When appropriate provide co-occurring treatment.
- 15. And those other assignments appropriate to the position as determined by the Program Supervisor and/or Regional Coordinator.

**Immediate Supervision:** Program Supervisor and/or Regional Coordinator.

**Immediate Subordinates:** None.

**Schedule of Employment:** Exempt. This is a **year-round** position, with the expectation that clinicians provide services to all clients as appropriate throughout the summer.

**Other:** As an employee of Spurwink, he/she is expected to adhere to the policies and procedures of Spurwink. He/she must also keep client 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). Due to the nature of the work, staff at Spurwink are 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 Clinician may be exposed to blood or other 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. Maintain a 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.

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Employee Name (Please Print)

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Employee Signature

\_\_\_\_\_  
Date