

<p><b>JOB DESCRIPTION: SPURWINK SERVICES</b></p> <p><b>Effective Date: 11/21/00</b></p>	<p><b>CLINICAL SUPPORT SPECIALIST Children's Day &amp; Residential Treatment</b></p> <p><b>Revised: 02/11/13; 7/20/17</b></p>
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\* Denotes an Essential Function

**Title:** Clinical Support Specialist

**Category:** AS2

**Code:** CSS

**Education and Experience Required:** Bachelor's degree preferred. Five (5) or more years' experience in a related field accepted.

**Knowledge, Skills, and Abilities Necessary:** Demonstrated computer literacy and strong organizational and communication skills. Demonstrated knowledge of psychiatric disorders, developmental disabilities, and child development. Demonstrated knowledge and proficiency of managed care systems, electronic medical record and licensing regulations and standards related to residential and day treatment services and related documentation, billing systems and procedures. Demonstrated knowledge of CARE, SCERTS, evidence based practices and treatment strategies and interventions practiced by clinical staff.

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

**Duties and Responsibilities of the Position:**

- \* 1. Consult and maintain professional relationships with all providers, internally and externally working with client.
- \* 2. Help clinicians and their clients and families identify and access community supports and/or a community case manager.
- \* 3. Update medical record with initial ICBMP and updates to ISP and ICBMP as guided by the treatment team.
- \* 4. Write and/or provide documentation for quarterly reports and other documents as needed.
- \* 5. Assist in all admission paperwork and inform perspective guardians of documentation required for completion of admitting paperwork.
- \* 6. Participate in weekly individual supervision, as well as residential, BHP, generalist and day treatment supervisions.
- \* 7. Assist the clinician in documenting client and family treatment/visit plans in coordination with the client and family and with the oversight of the supervisor.
- \* 8. Assist the clinician with client and family treatment plans by entering progress notes from residential, day treatment, OT, and generalist into QUR forms and documenting client and family input from these meetings.

9. Develop resources for clients and families, and maintain positive working relationships with resources.
10. Send copies of all QUR related information to parent, guardian, outside case managers, therapist, or school departments as requested.
11. Prepare ISP changes, ICBMP, QUR, and required consents/ ROI for signature and ensure signatures are obtained from all team members.
12. Assist with employee orientation, annual trainings, and ongoing trainings to meet CQI expectations around ISP, ICBMP, and BHP documentation.
13. Provide behavior management including physical restraints, life space interviews, and prescribed mental health interventions.
14. Demonstrate working knowledge of and assist clinical staff with each client's ISP, ICBMP, APS/CSRs documentation and assist with Family visit plan development and monitoring.
15. Oversee the documentation, invitations to and scheduling of medication reviews and other psychiatrist services.
16. Demonstrate appropriate interactive skills with all staff, clients, guardians and other providers.
17. Assist clinical and administrative staff with the review all IR's for required information. Obtain required signatures (staff, client, program leadership) and enter into database.
18. Data enter BHP billing daily and scan group logs.
19. Review BHP milieus and billing sheets monthly for signatures and credentials required for accurate and accountable service delivery.
20. Maintain a monthly meeting schedule for the program. Send out invites to required participants and gather necessary documentation and reports.
21. Transport clients as needed.
22. And, those other assignments appropriate to the position as determined by the Program Director.

**Immediate Supervision:** Program Director.

**Immediate Subordinates:** None.

**Schedule of Employment:** Non-exempt position.

**Other:** As an employee of Spurwink, the Clinical Support Specialist is expected to adhere to the policies and procedures of Spurwink. He/she must 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 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 Clinical Support Specialist 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 maintain a current driver's license and 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

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Date