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| <p>JOB DESCRIPTION: SPURWINK SERVICES</p> <p>Effective Date: 08/30/22</p> | <p>CLINICIAN – ADULT PNMI</p> |
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* Denotes an Essential Function

Title: Clinician – Adult PNMI

Category: AS4

Code: CLN PNMI

Education and Experience Required: Master's degree from an accredited school. Clinical licensure of: LMSW-CC, LCSW, LCPC-C, LCSW. Maine state alcohol and drug counselor certification preferred. 1- 2 years of relevant work experience preferred (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 year-round position providing individual, group, and family counseling to individuals with serious mental illness and co-occurring substance use needs in a residential program setting. Clinicians work in partnership with the program team to help individuals meet their recovery goals. Clinicians participate in supervision, staff meetings and professional growth opportunities.

Performance Standards:

- * 1. Review, screen, and process new client admissions in collaboration with Program Director and Medication Room Manager.
- * 2. Provide intake/assessment when individuals are admitted and ongoing assessment as required, including identification of physical health, behavioral health, and substance use disorder related risk factors.
- * 3. Facilitate Individual Service Plan team meetings and develop a plan of care (ISP) for individuals with input from the client and team. Plan will include a relapse prevention plan, and a crisis plan.
- * 4. Oversee implementation of ISP, monitor and document progress.
- 5. Complete needed discharge planning and required discharge documentation.
- * 6. Provide individual, group, and family treatment utilizing best practices, culturally competent, trauma informed, and evidenced based models.
- * 7. Partner with all program team members to provide coordinated treatment and response to client needs.
- * 8. Collaborate with all an individual's external treatment team, including providers and natural supports. Maintain thorough communication and positive and collaborative partnerships and continuity of care with other providers.
- * 9. Know and comply with program policies and procedures. Adhere to Spurwink and mental health licensing standards re: confidentiality, client rights, etc.
- * 10. Maintain current licensure and/or certification as required for the position.
- * 11. Maintain current client records and documentation according to Spurwink and licensing standards (i.e., psychosocial assessments, service plans, quarterly reviews, and progress

notes).

- * 12. 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.
- * 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. Transport clients as appropriate, and as it relates to an individual's treatment plan.
- 15. Participate in after hours on-call rotation.
- * 16. And other assignments appropriate and necessary to the position as determined by the Senior Director/Program Manager or their designee.

Immediate Supervision: Program Director.

Immediate Subordinates: None.

Schedule of Employment: Exempt.

Other: Since the Clinician Adult PNMI will be required to drive on behalf of Spurwink, they must maintain a current Maine driver's license and a clean driving record as outlined in Spurwink's driving policy. As an employee of Spurwink, the Clinical Coordinator is expected to adhere to the policies and procedures of Spurwink. They 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). 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 Clinical Coordinator may be exposed to blood or other potentially infectious materials. Therefore, they will receive bloodborne pathogens training (including training regarding Hepatitis B) and will be offered the Hepatitis B vaccination series upon hire.

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