

<p>JOB DESCRIPTION: SPURWINK SERVICES</p> <p>Effective Date: 10/1/19</p>	<p>Clinical Consultant to Maine's Office of Child and Family Services</p>
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* Denotes an Essential Function

Title: Clinical Consultant to OCFS

Category: AS4

Code: CC OCFS

Education Requirements: Master's degree in Social Work or Counseling from an accredited school required. Independently licensed in the state of Maine as an LCSW or LCPC preferred however conditional licenses considered. Must maintain required licensing and certification throughout the duration of employment with Spurwink in this role.

Experience Requirements: A minimum of (3) years of foster care, child welfare and/or mental health experience.

Duties and Responsibilities of the Position:

1. Provide in-person and by phone clinical consultation to OCFS child welfare and intake staff and child welfare community providers
2. Review OCFS records to support effective and case specific clinical consultation.
3. Obtain certification in Critical Incident and Stress Management (CISM)
4. Provide Critical Incident and Stress Management (CISM) within required timelines to OCFS child welfare and intake staff and child welfare community providers including but not limited to debriefing, defusing, grief and loss and crisis management supports.
5. Provide input, guidance, and research with a goal of strengthening the Department's response to Critical Incident(s) and improving Department staff functioning, upon request of the Department.
6. Prepare clinical training materials to be presented to OCFS child welfare and intake staff and child welfare community providers including training curriculum, hand-outs, sign-in sheets, evaluations and certificates for the purposes of documenting staff continuing education.
7. Provide in-person clinical trainings to OCFS child welfare and intake staff and child welfare community providers

8. Maintain currency on clinical and child welfare national best practices and relevant topics in order to provide high quality training and consulting to OCFS staff. Topics include but not limited to Motivational Interviewing/Behavior Change, Effective Parenting, Substance Use disorders, and Trauma Informed practice.
9. Develop and maintain positive working relationships with OCSF staff and leaders in order to be the most effective in responding to their clinical consultation, training and critical incident management needs.
10. Engage in weekly supervision with Project Supervisor.
11. Other duties as assigned by the Project Supervisor

Immediate Supervisor: Project Supervisor

Immediate Subordinates: None

Schedule of Employment: Exempt.

Other: As an employee of Spurwink, the Clinical Consultant is expected to adhere to the policies and procedures of Spurwink. 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). 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 Consultant 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. He/she must 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.

Employee Name (Please Print)

Employee Signature

Date