

<p align="center"><b>JOB DESCRIPTION: SPURWINK SERVICES</b></p> <p><b>Effective Date: 10/21/14</b></p>	<p align="center"><b>CLINICIAN OUTPATIENT AND COMMUNITY SERVICES</b></p>
--	--

\* Denotes an Essential Function

**Title:** Clinician – Outpatient and Community Services

**Job Category:** AS4

**Code:** CLN OCS

**Minimum Education Requirements:** Master's level Social Work or related degree from an accredited school. Maine state licensure of at least LCSW/LCPC level. Must maintain required licensing and certification throughout the duration of employment with Spurwink in this role.

**Minimum Experience Requirements:** Direct experience in a field related to Spurwink programming and related training and licensure.

**Duties and Responsibilities of the Position:**

- \* 1. Provide comprehensive assessment, individual and family therapy services.
- \* 2. Meet productivity expectations for billable services.
- \* 3. Maintain client records and documentation according to Spurwink and licensing standards including assessments, treatment plans, progress notes and quarterly reviews, etc.
- \* 4. Complete administrative documentation and tasks necessary for billing.
- 5. Participate in monthly/weekly supervision depending on licensure requirements and keep supervisor apprised immediately of emergencies and/or situations that require mandated reporting.
- 6. Participate in team meetings, collateral communication, etc. to ensure care coordination as indicated.
- 7. And those other assignments appropriate to the position as determined by the Clinical Supervisor and/or Regional Coordinator.

**Immediate Supervision:** Outpatient and Community Services Supervisor, Outpatient and Community Services Clinical Manager and/or Associate Regional Director.

**Immediate Subordinates:** None.

**Schedule of Employment:** Exempt.

**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. 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