



## Outpatient Clinician

Outpatient Clinicians at South Shore Child and Family Counseling, LLC will provide culturally competent mental health services to individuals and families who are experiencing varying levels of difficulties due to life situations or mental health concerns.

- I. Position Description: The Clinician will provide culturally competent mental health services to individuals and families who are experiencing varying levels of difficulties due to life situations or mental health concerns.
  
- II. Major Areas of Responsibility:
  - Provide high quality, compassionate and ethical outpatient mental health therapy to clients as scheduled.
  - Complete clinical documentation (i.e. progress notes, treatment plans, clinical assessments, clinical measures, etc.) within 72 hours of date/time of service (recommended to be completed at time of session)
  - Maintain required billable hours for job classification (Per Diem is 5-10 hours/week, Part-time is 12 hours/week or greater, Full-time is 25 hours/week or greater).
  - Work within office hours and a minimum of two evenings per week, (defined as available hours until 7:00pm.).
  - Check organization provided email and voicemail daily, responding to client contacts within 24 hours unless otherwise arranged.
  - Actively participate as a positive member of the office environment.
  - Maintain good standing with the appropriate professional board entities.
  - Complete and maintain all required continuing education requirements for specific licensure and specializations.
  - Stay current with updated research and best practices.
  - Be aware of community referral sources and refer when necessary.
  - Secure and/or send client information per HIPAA and state law.
  - Maintain up to date case files within electronic health record (EHR) system.
  - Attend bi-weekly staff meetings as scheduled.
  - Actively participate in clinical individual supervision meetings. Frequency of supervision will be determined by direct supervisor and clinician.
  - Provide a workshop, presentation, or group on at least an annual basis regarding a relevant mental health topic. Desired content can be determined by employee with approval from direct supervisor.
  - Perform other duties as assigned (including but not limited to completion of Social Security/Disability forms, Release of Information forms, authorization and billing forms, letters, reports, and participating in case consultation meetings).

- Maintain contact with and consulting with third parties and collateral contacts when appropriate.
- Assess and submit mandated reports per state laws

III. Required Knowledge, Skills and Abilities:

- Working knowledge of family systems and their impact on mental health within the family
- Working knowledge of attachment styles and clinical presentation across the lifespan
- Skill in applying varied interventions with individuals/families in crisis
- Skill in working with a variety of cultures
- Skill in working independently and implementing time management strategies
- Ability to provide necessary self-care and demonstrate appropriate professional boundaries and behavior.
- Ability to demonstrate positive team interactions with all organization staff
- Awareness of personal strengths and limitations, utilizing ethically appropriate referrals as needed.