

Goochland Powhatan
COMMUNITY SERVICES
 Connect. Grow. Thrive.



	Title: Unlicensed Mental Health/SUD Clinician	
Position Classification	Pay Family: Professional	FLSA Status: Non-Exempt
Description	Pay Grade: 4	Benefit Eligibility: All
Employee Name (print):		
Employee Signature: (I have received a copy of this job description and my supervisor has reviewed it with me)		Date:
MH Outpatient Director Signature:		Date:
Senior Director of Clinical Services Signature:		Date:
Executive Director Signature:		Date:
Date Position Description Last Reviewed: 2/6/24		
Date Position Classification Last Reviewed: 2/6/24		

The following is a composite representation of the responsibilities for the respective job title. It is not intended to cover all possible job requirements or job factors of the titled position. Lines of supervision and reporting are as shown on the organizational chart.

DEFINITION

Under supervision of the MH Outpatient Director, this position is responsible for providing counseling and treatment services to child, adolescent, and adult consumers experiencing mental health illnesses and disorders. Services provided by the Mental Health Clinician may also include services to adolescents and adults who are diagnosed with co-occurring conditions (substance use/dependence as well as mental illness). This position is a licensed eligible position performing preliminary assessments of individual psychiatric needs.

JOB EXPECTATIONS AND ESSENTIAL FUNCTIONS

- Provide outpatient mental health services to child, adolescent, and adult consumers.
- Provide outpatient services to consumers with co-occurring disorders (both substance use/dependence and mental illness) as required.
- Assess and determine level of care need for mental health, substance use, and co-occurring disorders consumers.
- Assess, evaluate, and develop individualized service plan for consumer.
- Provide mental health education therapy and treatment to individuals, groups, and families.
- Make referrals when indicated to other GPCS programs as well as other community-based resources.
- Monitor consumers' use of therapeutic medications.
- Assure the confidentiality of protected health information as required by law and according to the GPCS confidentiality policies, state law, and in the Federal Drug and Alcohol Confidentiality Law, 42 CFR Part 2, as applicable.
- Provide information when necessary and clinically appropriate, with current and valid authorizations to release information concerning consumers' attendance and progress in treatment to courts, criminal justice agencies, departments of Social Services, and other entities that may be responsible for monitoring the consumer.
- Provide case management services for child, adolescent, and adult consumers.

- Maintain casework documentation as required in the delivery of outpatient services (i.e., case notes, correspondence, psychosocial evaluations, treatment plans, quarterly progress reports, etc.), entering information in the Electronic Health Record.
- Report direct service and other time spent in clinical activities in a timely manner.
- Make referrals when indicated of consumers needing psychiatric evaluation and nursing services.
- Prepares intake, discharge, and other reportable data for entry into Electronic Health Record in a timely manner.
- Provide crisis intervention services as available.
- Link consumers to other community resources and collaborates with other community agencies as needed.
- Serve as a member of a Family Assessment, Planning and Treatment (FAPT) team, or provide support or case management to FAPT as needed.
- Attend in-service training sessions, conferences, workshops, seminars, and continuing education for professional and program development in the delivery of outpatient services.
- Establish and maintain effective working relationships with consumers, organizations, and agencies responsible for providing services to target population.
- Provide consultation and education services to other community organizations and individuals.
- To perform other assigned duties as necessary within established policy and procedures.

REQUIREMENTS

EDUCATION

Master's Degree, eligible to become licensed as a "Resident or Supervisee" under the clinical supervision per appropriate licensing board of a licensed professional counselor (18VAC115-20-10), licensed marriage and family therapist (18VAC115-50-10) or licensed substance abuse treatment practitioner (18VAC115-60-10) approved by the Virginia Board of Counseling; "Resident in psychology" under supervision of a licensed clinical psychologist approved by the Virginia Board of Psychology (18VAC125-20-10); "Supervisee in social work" under the supervision of a licensed clinical social worker approved by the Virginia Board of Social Work (18VAC140-20-10).

EXPERIENCE

Two years clinical experience in mental health with knowledge and/or experience of co-occurring treatment that may include supervised clinical internships and field placements with a provider of mental health and/or co-occurring disorders.

LICENSE(S)

Eligible to become licensed per Virginia DBHDS requirements

Position will be required to possess a valid Virginia driver's license

PRE-EMPLOYMENT

Must submit to pre-hire criminal background check

KNOWLEDGE AND ABILITIES

- Knowledge of theories, delivery systems and treatment of mental health, substance use, and co-occurring disorders.
- Knowledge of consultation, educational and training needs of people dealing with mental health, substance use, and co-occurring disorders.
- Knowledge of consumers with mental health, substance use, and cooccurring disorders and the impact on individuals, families, and the community.
- Knowledge of clinical treatment and development of service programs
- Knowledge of case management services.
- Knowledge of community services and resources.
- Knowledge of individual, group, and family counseling techniques.
- Knowledge of de-escalation and crisis intervention techniques.
- Knowledge of documentation standards.
- Knowledge of Goochland Powhatan Community Services policies and procedures.
- Ability to make clinical evaluation, determine, and monitor appropriate treatment.
- Ability to develop, coordinate and provide consultation and educational programs.
- Ability to safely operate a vehicle.
- Ability to exercise sound judgment and demonstrate resourcefulness in problem solving and conflict resolution.
- Ability to work independently, take initiative, and make emergency judgments.
- Ability to handle emergency situations without direct supervision.
- Ability to effectively work and communicate with all types/levels of persons.
- Ability to effectively communicate orally and in writing.
- Ability to work under pressure, meet deadlines, and set priorities.
- Ability to access internet and use appropriate applications including Microsoft Word and Excel.
- Ability to maintain confidentiality of consumer's information.

Persons with mental or physical disabilities are eligible if they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

ENVIRONMENTAL CONDITIONS

Work environment will typically be working in a clinical office setting. Work environment will involve traveling within the community and will include exposure to road hazards usually experience in driving in rural, county surroundings, interstate highway driving, including exposure to weather and temperature extremes that may affect driving conditions. May involve exposure to aggressive verbal and physical behavior, and exposure to infectious diseases from others. Sitting: 85%; Standing/Walking 10%; Driving: 5%
Average Weight Required to lift or carry at any one time: 50 pounds for brief periods of time