

JOB DESCRIPTION

TITLE: THERAPIST/Case Manager/Clinical Liaison

LINES OF AUTHORITY: This position is supervised by the Clinical Director or Clinical Supervisor and is also under the direction of the Medical Director as applicable. Unless specifically designated by contract, this position does not supervise any other personnel; however, the position may require periodic participation in peer review activities. This position acts with a wide range of professional judgment, discretion, and autonomy in performing its function. It is considered salary exempt.

POSITION SUMMARY: The therapist's main purpose is to provide psychotherapy, clinical liaison duties, case management, and related behavioral health activities to populations with behavioral health disorders. The therapist is expected to cooperate as a team member in the provision of a therapeutic environment that encourages each client's overall growth. This position is expected to maintain an acceptable level of productivity as measured by billable hours--1,388 final billable credit hours required annually.

PRINCIPLE DUTIES/RESPONSIBILITIES:

1. Completes crisis and full assessments.
2. Serves as Clinical Liaison for specified clients. This includes the following:
Each clinical liaison is responsible for the following:
 - To provide clinical oversight to the team as it relates to the delivering of services for an enrolled person, including the assessment and service planning processes;
 - To provide clinical oversight of the person's care;
 - To work in collaboration with the person and his/her family or significant others to implement an effective service plan, explaining the available clinical options to the team, including the advantages and disadvantages of each option;
 - To serve as the point of contact, coordination and communication with other systems where clinical knowledge of the case is important;
 - To ensure the clinical soundness of the assessment and service planning processes; including identifying the need for further or specialty evaluations and signing off on the person's service plan and annual update;
 - To provide clinical oversight to ensure provision of all covered services identified on the service plan; referrals to community resources as appropriate; and continuity of care between inpatient and outpatient settings, services and supports, as applicable;
 - To provide continuous evaluation of the effectiveness of treatment through the ongoing assessment of the person and input from the person and relevant others resulting in modification to the service plan as necessary;
 - To ensure the coordination of transfers out-of-area, out-of-state or to an Arizona Long Term Care System (ALTCs) contractor, as applicable;
 - To ensure the development and implementation of transition, discharge and aftercare plans prior to discontinuation of behavioral health services;
 - To serve as a point of contact and to ensure ongoing collaboration, including the communication of appropriate clinical information with other individuals and/or entities with whom delivery and coordination of covered services is important (e.g., primary care providers, school, child welfare, juvenile or adult probation, other involved service providers);
 - To serve as a participating member of the person's team when applicable and possible;
 - To maintain the person's comprehensive clinical record, including documentation of activities performed as part of the service delivery process (e.g., assessments, provision of services, coordination of care, discharge planning); and
 - To function in other capacities as appropriate and determined by the team.

3. Engages and includes the client, and as needed, the client's family/guardian, in the development and implementation of the treatment plan.
4. Provides counseling, psychotherapy, case management, and related behavioral health services to populations of all ages, using individual, family and group methods.
5. Oversees the delivery of services by case managers, case manager assistants, and community support staff assigned as treatment team members, and the client's progress toward goals and objectives.
6. Maintains, monitors and modifies services to designated clients.
7. Communicates with and coordinates care with the client's family, guardian, other behavioral healthcare providers, physical healthcare providers, education providers, social service providers, judicial providers, etc.
8. Finds necessary resources other than covered behavioral health services.
9. Guides the client in meeting their goals and objectives.
10. Protects client confidentiality and personal rights.
11. Keeps clear, concise, accurate, and timely records of clinical activity according to agency policy and procedures.
12. Provides current, accurate information and education on behavioral health issues to various audiences.
13. Establishes and maintains a working relationship with referral resources.
14. Participates in agency on-call rotation.
15. Performs other duties as assigned by the Clinical Director, Deputy Clinical Director or Medical Director.

PRIMARY CONTACTS:

1. Frequent interaction with clients and their support system, usually their family.
2. Interface as needed with peers and other clinical team members.
3. Collaboration, as appropriate, with other community resources/referral agencies, with the client's consent.

POSITION REQUISITES:

Qualifications And Experience

Required:

Master's Degree in Social Work, Counseling, Marriage and Family Therapy, Psychology, or related human services field.

Eligible for Licensure by the Arizona Board of Behavioral Health Examiners as a behavioral health professional. Licensure must be attained within 9 months of employment at LCBHC.

If contracted, proof of professional liability insurance (Minimum: \$1 million individual, \$3 million aggregate).

Class A or B Fingerprint Clearance from Arizona.

Preferred:

- Current valid Arizona Drivers License and proof of auto insurance.
- Prior experience in an outpatient behavioral health setting.
- CPR and First Aid certification.

Skills/Abilities

Required:

- Fluent in English both verbally and in writing.
- Literate.
- Able to effectively employ analytical and problem-solving skills.

Preferred:

- Skilled in computer word processing.
- Trained in crisis intervention.
- Familiar with psychotropic drugs and their side effects.

WORKING CONDITIONS:

Physical Requirements

- Able to sit for extended periods of time.
- Able to hear ordinary conversation and phone communications.

Equipment Operation

- Able to operate common office equipment.
- Able to operate multiple line phone system.
- Able to operate agency vehicles.

Environmental Conditions

- Air-conditioned and/or heated office setting, community locations, or client's home.

Accommodation(s)

- As appropriate and fiscally reasonable.

CONFIDENTIALITY LEVEL:

Except as permitted or required under federal and state privileged communication, confidentiality and labor laws, personnel of Little Colorado Behavioral Health Centers may not disclose any information about current or past clients, or any confidential information about current or past personnel, to anyone outside the agency without the person's prior written consent, and may not disclose this information to others within the agency except on a "need to know" basis.

Employee

Date

Supervisor

Date