

JOB DESCRIPTION

JOB TITLE: Mental Health Clinician
DIVISION: Counseling Center
SUPERVISOR: Clinical Director/Head of Service
CLASSIFICATION: Non-Exempt
LOCATION: Lake Elsinore

MISSION STATEMENT

We believe in providing quality and individualized services and support to children, youth, and adults. We strive to meet our clients where they are and walk beside them--wherever that journey may take them.

JOB SUMMARY

Under the guidance of the Clinical Director, the Mental Health Clinician is responsible for providing outpatient individual, family, couples, and group therapy to clients. Additional responsibilities include regulation compliance, referring agency coordination, documentation and record maintenance. Supervision towards licensure is provided.

EDUCATIONAL REQUIREMENTS

Master's degree or Doctoral degree as defined in the Health and Safety Code, Sections 1506 (e) (f)

LICENSES AND CERTIFICATIONS

Active, unrestricted registration/ licensure through the California Board of Behavioral Sciences (BBS).

Meets all state required conditions of employment as set forth by Community Care Licensing for a Licensed Community Care facility; i.e. Fingerprint and Child Abuse Index clearance, TB/Health Physical, valid CDL and clean driving record.

Meets all compliance requirements of federal, state, and country regulations by periodic sanction checks.

JOB DUTIES AND RESPONSIBILITIES

- Involvement and participation within supervision/ peer consultation with Clinical Director.
- Work independently and within a collaborative treatment team.
- High knowledge base and efficiency within technology and applications.
- Provide in home or in office individual, family, couple, and group therapy.
- Commitment of at least 25 clinical hours per week, provided such sessions are available and referred/ scheduled by Kamali'i Counseling Center.
- Ability to work flexible hours (including night and weekend hours, as deemed necessary).
- Develop and maintain positive communication and working relationships with referring agencies.
- Maintain registration/ licensure and all required certifications.

- Obtain and maintain knowledge of all applicable laws, rules, regulations, and codes of ethics that are binding upon or applicable to the services/ support performed by Kamali'i Counseling Center.
- Completion of outcome measures and assessments (client confidentiality maintained).
- Participation in activities that allow for data/ metrics tracking (client confidentiality maintained).
- Maintain reliable transportation and participate in ongoing vehicle safety checks.
- Maintain positive, open communication with colleagues, clients, and community agencies.
- Adhere to and enforce Agency policies and State regulations with staff and clients.
- Prepare quality written reports in a timely fashion.
- Possess a knowledge base that will allow them to abide by all laws, regulations, and codes of ethics that are binding or applicable to the services and supports performed for Kamali'i Counseling Center.
- Participation within intake, assessment, diagnosing, treatment planning, and all required documentation.
- Creation and implementation of a variety of mental health trainings
- Grant writing
- Linkage and consultation
- Charge and collect payments for mental health services/ support.
- Data entry and billing tasks.
- Keep all files up to date in a timely manner (applicable timelines will be discussed during training and upheld).
- Willingness to provide crisis intervention, as deemed appropriate and necessary.
- Maintain required and timely completion of documentation, records, and reports as outlined by Agency policies and procedures and state licensing requirements for Short Doyle Certification and Medi-Cal billing.
- Willingness to provide new/ existing client scheduling.
- Participation in clerical duties.
- Collaborate with referral management.
- Ability to participate in community outreach, marketing, and research activities.
- Provide accurate and timely reports as required by the Agency and the Department of Mental Health.
- Attend and participate in special events, conferences, and workshops/ trainings within the mental health system and extended community.
- Attendance within Child Family Team Meetings (CFTMs).
- Ability to respond to client communication/ requests within 24 business hours.
- Take responsibility for any serious incidents and all reporting procedures.
- Take referrals when needed.
- Participation in insurance credentialing/ paneling/ contracting.
- Monitor satisfaction within mental health services and support received.
- Identification of community resources.
- Ongoing collaboration with treatment team and community partners.
- Attend mandatory staff meetings, trainings, and workshops.
- Provide on-call emergency services and respond to on-call as per the Agency's standards.
- Maintain appropriate professional boundaries with staff, birth and Resource Parents, children, clients, and community resources.

- Ongoing participation in ongoing Counseling Center actions plans/ goals and employee evaluations.
- Attendance within networking events.
- Timely completion of unit reporting towards payroll/ billing systems.
- Maintain client and case confidentiality per state, federal and Agency standards.
- Demonstrate sensitivity and responsiveness to social and multi-cultural differences.
- Support and model Kamali'i FFA's values, represent the agency in a professional manner and abide by the agency's Professional Code of Ethics.
- Perform additional duties as assigned by Director/Supervisor.

WORK ENVIRONMENT

Employee shall work in a non-hostile work office environment. The employee is expected not to engage in any activity that unreasonably interferes with performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee. As an essential function of this position, the employee must be able to handle levels of stress satisfactorily and be congenial with other employees, clients, and other agencies at all times. Work environments vary from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The following lists physical demands an employee will perform on a regular basis:

- Hearing and speaking to communicate within normal range, give directions to small or large groups of people and exchange information in person and on the telephone.
- Read printed material and computer screens.
- Ability to conduct a verbal conversation in English or other designated language.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Ability to push and pull objects up to (40) pounds.
- Ability to carry up to ten (10) pounds frequently, and twenty (20) pounds occasionally.
- Ability to lift up to ten (10) pounds frequently, and twenty (20) pounds occasionally.
- Ability to exhibit a full range of motion for shoulder, elbow, back, hip and knee.
- Ability to sit for extended periods of time, stand, stoop, kneel, bend, climb, and walk.
- Ability to climb stairs, slopes, steps, ramps, and ladders.
- Ability to work in a wide range of weather conditions.
- Kneeling, bending at the waist and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies.
- Ability to operate a motor vehicle in a safe and effective manner.

SEND RESUME TO:

Kamali'i Counseling Center
 Attention: Jennifer Hyatt
 Email: jhyatt@kamalii.org
 Fax: (951) 674-9486

COMPLETE:

Employment Questionnaire
 (link on website)