

Recovery Ways Idaho

JOB TITLE: Clinician

BEGINNING SALARY: DOE

IMMEDIATE SUPERVISOR AND TRAINER: Associate Clinical Director

DATE OF JOB DESCRIPTION REVISION: February 11, 2022

WORK SCHEDULE: Part-time, Flexible hours
OR
Full-time M-F 8-6

DOL STATUS: Non-Exempt

JOB SUMMARY: The Clinician is responsible for on-going psychiatric therapy services for adults and children in the RWI out-patient mental health clinic or via tele-health.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provide psychotherapy services to clients at RWI, utilizing evidence based practices.
2. Obtain resources and materials necessary to facilitate the delivery of services specified in the client's clinic treatment plan.
3. Work with the client's multi-disciplinary team to develop, implement, and evaluate client's comprehensive diagnostic assessment, clinic treatment plans, and 90/180/270 day reviews.
4. Serve as RWI representative to community agencies, hospitals, Health and Welfare agencies, schools and other referral agencies in all matters pertaining to mental health clinic services.
5. Maintain communication with the client's multi-disciplinary team members and other providers, parents, ancillary personnel and other agencies regarding treatment issues and medication management services.
6. Maintain contact with referral sources to solicit referrals and to evaluate RWI services to ensure that agency complaints and requests are considered and that program deficiencies are corrected.
7. Perform duties in a manner that maintains compliance with RWI standards, regulatory agency and accreditation standards.
8. Obtain prior authorizations from insurance companies.
9. Submit weekly billing sheet by Saturday at midnight to management as directed.

10. Maintain documentation of services in the electronic medical record according to RWI policy, regulatory agency and accreditation standards.
11. Attend and actively participate in meetings as required, including but not limited to supervision meetings, staff meetings, clinician meetings.
12. Attend training sessions, workshops, and conferences on behalf of RWI and as required by RWI policy and regulatory agency and accreditation standards.
13. Maintain all required licenses, continuing education, and insurances as required by RWI policy, regulatory agency and accreditation standards.
14. Adhere to all RWI standards, policies, and procedures.
15. Other duties as assigned.

JOB QUALIFICATIONS:

Education and Experience

- A Masters Degree in a qualified field from an accredited college or university.
- Valid license to practice in Idaho

Key Competencies

- Strong verbal and written communication skills.
- Ability to win the confidence and respect of people in general.
- Ability to have a positive working relationship as a team member, with co-workers, supervisors, clients, and members of the community.
- Emotional maturity, good judgment, integrity, flexibility, patience, resourcefulness, ability to relate to people, self-confidence, and genuine liking for people.
- Ability to work flexible hours.
- Information management, organizing and planning skills, attention to detail, ability to take initiative.
- Reliability.
- Stress tolerance.

Physical & Environmental Demands

- Able to sit for 1/3 – 2/3 of time; stand up to 1/3 of time; walk short distances; use of hands and/or fingers to handle, or feel more than 2/3 of time. Light physical requirements exerting up to 10 pounds of force to lift items occasionally; able to tolerate inside environmental conditions and moderate noise level (ie. Business office and light traffic).
- Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed above.

Must be able to successfully pass a criminal history and background check through the Department of Health and Welfare and be able to pass a pre-employment drug test.

PERSONNEL POLICIES: As a condition of employment, all employees are expected to abide by all the rules of conduct and other standards established by RWI. The Employee Handbook outlines many of these standards. It is the employee's responsibility to become familiar with the standards, both as they exist on the date of hire and as they may evolve and change.

STATEMENT OF AT WILL EMPLOYMENT: I understand that neither the employment application nor any written personnel procedure, manual, or employee handbook is an express or implied contract of permanent employment. I further understand that my relationship with RWI is "at will" and for an unspecified term and that RWI and I each have the right to terminate the employment relationship at any time, with or without cause or advance notice.

My signature affixed below attests to the fact that I have read, understood and agree to the terms of my job as set forth in this job description. I further understand that this job description may be revised.

Employee Signature Print Date

Witness Signature Print Date