

## **CATHOLIC SOCIAL SERVICES JOB DESCRIPTION**

**TITLE:** Clinical Director  
**PROGRAM:** Operations  
**SUPERVISED BY:** Senior Director of Medicaid Operations  
**STATUS:** Full-time/salaried/exempt  
**UPDATED:** 4/4/2021

**Catholic Social Services is a mission driven, trauma-informed, non-profit agency committed to compassionately serving the poor and those in need, strengthening individuals and families, and advocating for social justice.**

### **JOB SUMMARY:**

This position oversees all clinical aspects of the Catholic Social Services behavioral health program, supervises clinicians and maintains a small caseload. This position ensures clinical compliance with the Alaska Medicaid state plan and 1115 Waiver Services to include supervision of clinicians, and direct services to clients who need both mental health and substance use disorder treatment.

For the small caseload, duties include overseeing and conducting screening and assessment, diagnosis, treatment plans, individual, group, and family psychotherapy, psychoeducation, crisis intervention, service coordination, and referral to needed services.

### **Minimum Qualifications:**

- Independently Licensed Professional Counselor (LPC), Licensed Marital and Family Therapist (LMFT), Psychologist or Psychological Associate, or Licensed Clinical Social Worker (LCSW).
- Two years of licensed experience in counseling, substance use disorder counseling, or addiction counseling.
- Demonstrable knowledge of delivering trauma-informed care services.
- Employment is contingent upon receipt of a satisfactory state and federal background check and approved National Provider Identifier Standard (NPI) status.
- Possess a valid Driver's License

### **Duties and Responsibilities:**

- Oversee the clinical components of the Medicaid 1115 waiver program.
- Provide strengths-based supervision, training and oversight of clinical staff to include non-licensed clinicians working towards licensure.
- Participate in case-staffing sessions with clinicians and case managers to ensure services are appropriate for participant needs
  
- For the small caseload:
- Provide behavioral and diagnostic assessments to determine the level of care services, initial engagement strategies, treatment planning, discharge planning, and case management.

- Provide individual, group, and family treatment that is strength-based, person-centered, and trauma-aware per the mission, goals, and objectives of the 1115 Waiver.
- Identify risk factors, including lethality for suicidal, homicidal, and grave disability.
- Responsible for maintaining participant records under HIPAA and record compliance guidelines.
- Responsible for completing clinical documentation in compliance with state and federal regulations, the 1115 waiver and agency policy.
- Coordinate treatment team involvement and promote engagement in consultation.
- Conduct participant referrals for additional services as medically necessary based on treatment needs for continuity of care.
- Provide advocacy and follow-up on referrals.
- Comply with required training needs to improve service delivery.
- Perform related duties as needed and assigned.

### **Knowledge and Competencies:**

- Knowledge and competency in mental health disorders, co-occurring disorders, diagnostic procedures, DSM 5, counseling techniques, group therapy, assessment skills, treatment planning, and discharge planning.
- Knowledge and competency in substance use disorder counseling and intervention techniques applied to individual, group, and family situations, including medical model.
- Knowledge and competency in emergency procedures used in case of alcohol and drug overdose.
- Knowledge of stages of alcohol and other drug withdrawal and competent in appropriate actions at each stage. Competent in assessing for participant risk factors, including lethality for suicidal, homicidal, and grave disability.
- Knowledge of Alaska State protocols for involuntary psychiatric holds.
- Competent in dealing with clients in other crises as well as a highly structured, fast-paced daily routine.
- Knowledge and competency in providing services and appropriately maintaining participant records under HIPAA and record compliance guidelines.
- Knowledge of Federal, State, and Municipal laws and regulations that regulate the treatment of alcoholism and drug addiction, including:
  - Confidentiality 42 CFR Part 2, Client Rights, Privacy Act, Good Samaritan Act, Professional Code of Ethics, Non-Discrimination, Health Insurance Portability and Accountability Act (HIPAA), Commission on Accreditation of Rehabilitation Facilities (CARF) standards
- Knowledge of cultural and spiritual values and how they relate to the disease, recovery, and wellness in Alaska Native and American Indian men and women.
- Knowledge and competency in problem-solving, stress management, project management, ethics, and team building.

**Physical Requirements:** Ability to lift 25 lbs.

**Training Requirements:** Agency and department orientation and trainings as required. Attend all staff meetings and in-service training as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_