



## **JOB DESCRIPTION**

**DATE:** January 23, 2012  
**TITLE:** EMERGENCY SERVICE CLINICIAN  
**PAYROLL GRADE:**  
**LOCATION:** CENTER-WIDE  
**SUPERVISOR:** EMERGENCY SERVICES PROGRAM SUPERVISOR  
**EXEMPT (Y/N):** YES

**GENERAL PURPOSE:** Responsible for providing 24-hour emergency services response to assigned areas within The Center's catchment area. Responsible for responding to client requests for services within the Emergency Access guidelines.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides 24-hour emergency on-call services on a rotating basis with other members of the team
- Conducts initial screenings for persons requesting or referred to emergency services
- Coordinates follow-up services with appropriate staff as indicated
- Provides individual and family crisis intervention and case consultation services to community agencies at the office or within the community
- Conducts mental status examinations to establish accurate diagnosis and recommends appropriate services
- Maintains documentation on individuals seen by emergency services according to the standards outlined in the Center's record-keeping, administrative and quality assurance policies and procedures
- Completes all paperwork required by the agency, including activity logs and emergency chart notes, according to Center standards
- Attends regularly scheduled staff meetings, in-service meetings and peer review meetings
- Participates in the design of client services through needs assessment and discussion with supervisor and team members
- Provides outreach services including debriefing, suicide prevention and education to schools, law enforcement and other community agencies
- Collaborates with other human service agencies within the community to coordinate client care plans
- Responsible to keep all client information confidential under the policies and procedures of the Center

## **MISC. DUTIES AS ASSIGNED**

- May be assigned to community consultation and education projects

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

**SUPERVISORY DUTIES:** None.

**QUALIFICATIONS REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

**Education or Formal Training**

- Masters level degree in one of the recognized mental health professions
- Training in conducting mental health status examinations to establish differential diagnosis and treatment plans
- Minimum 2 years emergency and/or crisis intervention experience
- Colorado State license or license eligible

**Knowledge, Skill and Ability: (include materials and equipment directly used)**

- A working knowledge of individual, group, family and crisis treatment approaches and their application to clients with emotional, behavioral, and substance abuse problems
- Ability to produce written documentation and/or dictation of clinical work in a manner readily understood by other service providers
- Ability to summarize service themes from a variety of client contacts and communicate suggested improvements for service delivery
- Ability to do mental status exams, data bases and differential diagnoses, service planning, assessment case management and treatment
- Ability to assess level of risk and make appropriate clinical judgment for resolution of client emergencies to effect a safe outcome
- Ability to deliver services where the client's needs are
- Basic computer operation and keyboarding skills
- Ability to enter data on The Center's computerized record keeping system
- Some knowledge of psychotropic medications and medical information relevant to mental disorders
- Ability to work cooperatively and constructively as part of an interdisciplinary team
- Ability to work shift rotations, to include day, night, and weekend shifts.

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

- May need to provide services in noisy and unclean locations in the community
- Required to provide emergency on-call coverage during hours when the Center's offices are closed
- Requires extensive travel throughout the Center's catchment area
- Must have a valid Colorado driver license
- Must provide own means of transportation when a Center vehicle is not available
- Works continuous shifts of availability/on-call
- Position is not eligible for Holiday benefits or comp time

*I have read this copy of my job description, discussed it with my supervisor and understand my responsibilities.*

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**Signature**

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**Date**