JOB DESCRIPTION: SUBSTANCE USE DISORDER THERAPIST

Date: April 2019
Grade: 5T or 6T
Location: JBBS
Supervisor: Clinical Director, Community Based/Integrated Programs
Exempt: Yes

GENERAL PURPOSE: To utilize a variety of screening, assessment, treatment, educational, and evaluative approaches to work with a jail population with substance use disorder and co-occurring (substance use and mental health) disorders in the jail setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

• Conducts screenings and assessments for substance use and mental health disorders for inmates
• Develops a service plan with the inmate for the treatment of identified substance use and co-occurring disorder issues
• Delivers and documents individual and group, and case management services as identified in the service plan to inmates in the jail setting
• Research, planning and application of evidenced-based treatment for those clients with a substance use or co-occurring disorder
• Works with JBBS case manager to develop and implement continuity of care plans to community services for inmates as they prepare for release
• Delivers and documents individual, group, family therapy, crisis intervention and case management services to clients designated by the Center. These services may be delivered in the office or within the community.
• Conducts mental health status examinations and diagnostic assessment to establish differential diagnosis and treatment plans
• Meets the Center’s standard for:
  o Client Care hours
  o Missed Appointments: i.e. DNS, CBT, CBC
  o Services Plans
  o Completion of All Documentation

• May deliver person centered, culturally sensitive evaluations, trauma informed services as defined by position. These services may be delivered in various locations.
• Works with client and their systems to identify treatment goals and objectives.
• Maintains professional licensure and certifications as required for the program
• Maintains client charts/documentation according to the standards outlined in the record keeping procedures, administrative procedures, and quality assurance procedures of the Center (DAP notes, CCARs, Service Plans, Diagnosis, etc).
• Attends staff meetings, in-service meetings and peer reviews, supervision sessions, and other meetings as requested/required
Collaborates with other human service agencies within the community to coordinate client care
Participates in community meetings and forums as identified in collaboration with supervisor
Collaborates with the jail staff, courts, Probation, DHHS, medical teams, OBH staff, and keeps supervisor informed of all collaborative efforts
Responsible for keeping supervisor aware of service duties, day-to-day scheduling, and community activities
Assembles paper charts
Works cooperatively and constructively as part of an interdisciplinary team

Center-Wide Essential Duties and Responsibilities

- Responsible for keeping client information confidential by adhering to Colorado law and policies and procedures for the Center.
- Responsible for compliance with applicable federal, state and local laws; professional practice acts and ethical guidelines; policies and procedures of the Center; and contractual guidelines.
- Responsible for supporting the Center’s Vision, Mission, Values and Beliefs by practicing and modeling a culture of wellness within a One Team Mindset.
- Completes all administrative paperwork and Qualifacts documentation/time sheet as requested/required
- Completes required competency training in Essential Learning and additional training as requested or selected by supervisor
- Reviews and acknowledges Center policies and procedures as requested/required

MISC. DUTIES AS ASSIGNED

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

QUALIFICATION 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 required
- Colorado Professional License preferred. Must be license eligible.
- CAC II State of Colorado certification preferred
- Basic computer and keyboarding skills required

Knowledge, Skill and Ability: (include materials and equipment directly used)
- Possesses a working knowledge of individual, group, family and crisis treatment approaches and their application to clients with emotional, behavioral, and substance use disorder
• Demonstrates knowledge and application of clinical skills
• Has ability to produce written documentation and/or electronic records of clinical work in a manner readily understood by other service providers and in a manner that meets federal, state, and Center documentation requirements
• Ability to summarize service themes from a variety of client contacts and communicate suggested improvements for service delivery.
• Ability to do mental status exams and differential diagnoses based on DSM, 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
• Basic computer and keyboarding skills
• Ability to enter data on the Center’s computerized record keeping system
• Ability to deliver services in the jail setting
• Ability to communicate clearly and assertively with a diverse client population
• General knowledge of jail/court protocols/procedures
• Ability to travel to other Center offices
• Ability to interact with people in a professional, friendly manner
• Ability to work independently as well as cooperatively and constructively as part of an interdisciplinary team
• Ability to think critically and independently
• Ability to realize and activate potential in every interaction, every day
• Ability to adapt to change in the workplace
• Ability to use change as an opportunity for innovation and creativity
• Ability to inspire and model collaborative teamwork

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES: 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 the essential functions.
• Works extended hours in front of a computer monitor
• Required to talk and hear
• Often requires sitting and use of hands and fingers, to handle or feel
• Occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl
• Vision abilities required by this job include close vision
• The noise level in the work environment is usually quiet to moderate
• May need to develop a flexible work schedule to provide services to clients when the Center’s offices are not open or fully staffed. Position will require working evening hours
• Separate background checks will be conducted by the Center and the Sheriff’s department
• Provides services in a jail setting

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

______________________________   _________________________
Signature                             Date

THE CENTER FOR MENTAL HEALTH EMPLOYMENT IS AT-WILL MEANING THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY EITHER THE EMPLOYEE OR EMPLOYER AT ANY TIME, WITH OR WITHOUT CAUSE OR PRIOR NOTICE.