JOB DESCRIPTION: IOP SUBSTANCE USE DISORDER THERAPIST

Date: March 2020
Grade: 5T or 6T
Location: Outpatient
Supervisor: Regional Director, Assistant Regional Director, or Team Lead
Exempt: Yes

GENERAL PURPOSE: To utilize a variety of treatment, educational, and evaluative approaches to work with a diverse population of clients with substance use disorder issues. This may include services in the jail, DUI classes, Drug Court, and other community/grant projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

• Delivers and documents individual, group, and family therapy, crisis intervention and case management services in an outpatient program setting to clients referred for intensive outpatient program (IOP) for substance use disorder treatment.
• Conducts client screenings, assessments for referrals to inpatient treatment, intakes, and/or evaluations for clients seeking substance use disorder services or services for a co-occurring disorder.
• Participates in the planning of client services through needs assessment and discussion with team members and supervisor.
• Serve as a care coordinator role for clients enrolled in IOP program. Supports admission planning, IOP program monitoring and discharge coordination. Monitors treatment outcomes and clinical benchmarks as identified for IOP program and complete regulatory reporting guidelines as indicated.
• Research, planning and application of evidenced-based treatment for those clients with a substance use disorder or a co-occurring disorder.
• Meets The Center’s identified Key Performance Indicators for position.
• Delivers 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.
• Utilizes centralized scheduling.
• 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.
• Works with referral sources in the process of determining appropriate client care and in reporting on-going progress.
• Collaborates with and refers to other human service agencies within the community to coordinate client care plans.
• Participates in community meetings and forums as identified in collaboration with supervisor.
• Collaborates with the courts, Probation, DHHS, medical teams, OBH staff, and keeps supervisor
informed of collaborative efforts.
• 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.
• Completes all administrative paperwork and clinical/billing documentation as requested/required.
• Completes all personnel/timesheet documentation as requested/required.
• Completes required competency training in Relias 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
• Supports Center staff in the effort to collect client service fees.
• 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: May do clinical supervision with CAC II staff, if certified at CAC III or LAC

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:
• Master’s level degree in one of the mental health professions required
• CAC II, CAC III or LAC state of Colorado certification strongly preferred
• Experience in providing treatment for substance use disorders essential
• Colorado state license or license eligible a big plus – LCSW, LPC, or LMFT

Knowledge, Skill, and Ability:
• Possess a working knowledge of individual, group, family and crisis treatment approaches and their application to clients with emotional, behavioral, and substance use disorder problems.
• 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 enter data on The Center’s computerized record keeping system.
• Ability to do mental status exams, differential diagnoses, service planning, assessment, substance use disorder and mental health evaluations, case management and treatment.
• Ability to assess level of risk and make appropriate clinical judgment for resolution of client emergencies to affect a safe outcome.
• Basic Microsoft computer and keyboarding skills.
• Ability to enter data on The Center’s computerized record keeping system.
• Ability to provide services in the mental health Center, schools, jails, emergency rooms, and client homes. This may necessitate travel within the community.
• Ability to understand and utilize collaborative documentation when clinically justified and as requested by the client.
• 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 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

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.