

JOB DESCRIPTION: WALK-IN CLINICIAN

Date: June 2020
Grade: 5T or 6T
Location: Crisis Walk-In Center
Supervisor: Program Manager
Exempt: Yes

GENERAL PURPOSE: Responsible to provide crisis services to people of all ages who present themselves to the walk-in clinic/crisis stabilization unit/ withdrawal management with a self-defined mental health crisis. The Walk-In Clinician will conduct a full comprehensive assessment to make recommendation for level of care.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts mental status examinations to establish accurate diagnosis and recommends appropriate services
- Provides crisis intervention, evaluation, and case management services to clients accessing the emergency services system. These services are delivered in the office and within the community
- Provide collaborative, person centered, culturally sensitive evaluations, trauma informed services as defined by position.
- Conducts initial screenings for persons requesting crisis stabilization or withdrawal management 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 Walk-In Clinic
- Arranges for appropriate disposition (e.g. outpatient follow-up mental health services, case management, ATU, RTC, hospitalization)
- 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
- Attends staff meetings, in-service meetings and peer reviews, supervision sessions, and other meetings as requested/required
- Participates in the design of client services through needs assessment and discussion with supervisor and team members
- Collaborates with other human service agencies within the community to coordinate client care plans

Center-Wide Essential Duties and Responsibilities

- Responsible for keeping client information confidential by adhering to Colorado law and policies and procedures of 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 (billing and personnel/payroll) 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

- 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

- Master's level degree in one of the recognized mental health professions
- Training in conducting mental health status examinations to establish differential diagnosis and treatment plans
- Preferred a minimum 2 years Mental Health counseling and/or emergency and/or crisis intervention experience
- Colorado State license or license eligible preferred – LCSW, LPC, or LMFT
- Must pass a drug test
- Required to receive a flu shot during flu season each year (October-December)

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 shift rotations, to include day, night, and weekend shifts.
- 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 provide services in noisy and unclean locations in the community
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- 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.

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.