



Job Description

Title:	Clinical Specialist (Independent Contractor)	Effective:	October, 2017
Job No:	000659	Division:	Operations
Supersedes:	October, 2010	Program/Dept:	Multiple
Status:	Exempt	Location:	Multiple

I. Position Concept:

Facilitate Therapeutic Supervised Visitation between youth and non-custodial parent.

II. Essential Functions:

- Coordinate and implement therapeutic supervised visitations between youth and custodial and non-custodial parents/guardians, as required by contract.
- Ensure that appropriate referrals are made based upon the initial screening and assessment; Ensure that all recommendations and obligations for youth and families from court orders, and case and care plans are met.
- Facilitate Program Intake for non-custodial parents & caregivers.
- Maintain communication with dependency case manager on a weekly basis (email, phone).
- Maintain sight & sound with parents and child during supervised visits.
- Observe the bond between parent & child, asses parenting skills, & monitor for safety during supervised visits.
- Submit comprehensive summaries and recommendations in advance of staffing's and court hearings as required by contract or licensing standards.
- Complete parenting assessments (as applicable).
- Ensure referrals, observations, appointments, and documentation are completed within the Eckerd policies and contract guidelines.
- Provide mental health and substance abuse crisis intervention, which may include involuntary commitments.
- Participate in all collateral agency activities, to include, but not limited to, court hearings, clinical staffing's, and family team conferences, etc.
- Ensure that clinical record, mindshare and EHR contain accurate and complete documentation.
- Participate in-service and on-the-job training as needed and assigned.
- Participate in monthly evaluation of program outcome measures and performance improvement activities.

- Comply with all Eckerd Kids policies and visitation practices. Create parenting goals involving the child, family, caregivers, social worker and other service providers.
- Review and update parenting goals every month (more frequently as needed) to ensure progress is being made towards goals or modifications are being made in a timely manner.
- Complete weekly progress reports and update plan of care whenever goals, interventions, or timelines need to be changed.
- Maintain electronic and paper records of each case, ensuring that chronological notes and activities are accurate and entered timely into the appropriate data system.
- Ensure completion of all required documentation within established time frames.
- Identify and monitor children and families at risk, advise supervisor of their status.
- Function as a contributing member of a multi-agency team.
- Recommend community services and otherwise assure continuity of care for children and families.
- Treat all children and families with the utmost respect and common courtesy.
- Build a learning community through participation in staff development programs and opportunities and sharing expertise and experience with others. Participate in team meetings, client care, utilization reviews, and staff meetings.
- Establish and maintain effective working relationships required for proper functioning within the role, including but not limited to those with supervisory staff, community resource providers, children and families, and other program and Eckerd staff.
- Assist in development and maintenance of efficient pick-up and delivery route schedules.
- As assigned, supervise parents and children at the facility or in the community; document any behavioral issues and safety concerns.
- Make follow-up calls to parents or guardians to identify the cause for clients missing their visits.
- Alert supervisor and contracting agency of any safety concerns and barriers to service delivery and case closure that may surface during visitation.
- Maintain Case load of 1-2 families.
- Available to work evenings and some weekend hours.

III. Other Duties Include, But Not Limited To:

- Participate in training and development activities as required
- Report any acts, incidents or conditions that reflect the possibility of inappropriate youth-to-youth or staff-to-youth relationships
- Report any use of physical force and all unusual incidents per Eckerd policy and state guidelines
- Serve as a positive role model for youth and families at all times through appearance, attitude, and behavior
- Perform other duties as assigned

IV. Position in Organization:

A. Reports to:
Program Leadership position, as assigned

B. Directly supervises:
None

V. Relationships:

A. Internal:
Eckerd staff

B. External:
Families and youth, local community resources, DJJDP staff, court personnel

VI. Position Specifications:

- A. Education –Master’s level clinician (Mental Health Counseling, Marriage & Family Therapy or Social Work). Coursework or practicum experience in group work, family therapy, and/or substance abuse treatment is preferred.
- B. Experience – Two years progressive clinical experience in a multi-disciplinary treatment setting required. Well versed in cognitive behavioral therapy.
- C. Skills – Clinical, testing, interpersonal, organizational, communication and evaluative/diagnostic case writing; excellent verbal and written communication skills; computer literacy. Bilingual in Spanish preferred.
- D. Physical Demands – Ability to sit and stand for extended periods of time; May be required to work irregular hours; Must be free of communicable diseases as defined by state and to the extent that knowledge is attainable under the law.
- E. Other – Must have appropriate and valid state driver’s license. Must meet state criminal background check requirements. Serves as a positive role model for youth and staff at all times through appearance, attitude, and behavior; must maintain licensure used to obtain employment in this role.

Supervisor

Date

I hereby acknowledge that I have read, understand, and accept the above job description as a condition for my employment.

Independent Contractor – Print and sign

Date