Human Service Clinician III

Department:                    Reports To:                  
FLSA Status: Non-Exempt       Schedule: 40 hours/week & as needed 
Grade/Level: 2 - Professionals Travel: <10% 
Job Type: 8833 – Hospital Professional Job Status: Full Time

Position Summary
The Human Services Clinician III is responsible for the clinical services provided to clients of the program and is expected to provide clients with clinical, and supportive social services designed to overcome AODA, mental health, family, personal, health, and other functional problems. The Human Services Clinician III develops and implements the clinical focus of our mission to manage, motivate and follow through with client treatment planning and clinical services. This position will be responsible for individual, group, and other appropriate clinical services within the need of the residential program and the scope of their training. This is a full-time position and will report to the Director of the residential and outpatient programs.

Reasonable Accommodations Statement
Persons occupying this position must be able to perform all essential functions, with or without reasonable accommodation.

Essential Functions and Responsibilities

- Provide clinical services to clients, including some or all of the following: intakes, assessment, referral, treatment planning, case management, crisis intervention, group, individual, and family therapy, education, and aftercare planning. In addition, refer to community resources where appropriate.
- Explain the scope of the agency’s services and discuss the client’s rights and responsibilities in relation to their use of such services.
- Provide clinical reviews and extension requests for funding sources
- Work with individual clients by reviewing their social situations as necessary, and recommend modification of the original treatment plan as indicated.
- Maintain case records, correspondence, reports and other records as required by state regulation.
- Collaborate with the residential treatment team.
- Facilitate group counseling sessions each week.

Knowledge, Skills and Abilities

- Ability to understand human growth and behavior.
- Knowledge of current social and economic problems and the way these problems affect the individual and family.
- Knowledge of mental illness, homelessness, poverty, alcohol and other drug addictions, and developmental disabilities.
- Ability to acquire and apply a good working knowledge of laws, regulations, and practices pertaining to federal, county, state and city programs.
• Knowledge of assistance programs and other resources, and ways in which these resources may be used by people in need.
• Ability to relate to people in an unprejudiced and understanding manner with concern for their circumstances and feelings.
• Capability to prepare and maintain necessary records and reports and to understand and follow oral and written instructions.
• Ability to participate in and appropriately utilize available weekly supervision.
• Ability to build coalitions and work collaterally with other related agencies.

Documentation Skills
Complete documentation including, but not limited to;
• Assessments
• Progress notes
• Treatment plans
• Discharge summaries.
• This position requires an individual who has both written and oral presentation skills as well.

Computer Skills
• The position requires a working knowledge of MS office, Word, Excel, and Power Point programs.
• The position requires approximately 66 hours of initial training to meet licensing standards.
  Required training is summarized on a checklist available at the time of orientation.
• Position will require use of Electronic Medical Records.

Skills & Abilities
Education: Master’s Degree OR LCSQ, LPC or Marriage and Family Therapist combined with credentialing as a Substance Abuse Counselor or Clinical Substance Abuse Counselor.
Experience: Three years or more related experience

Physical Demands

<table>
<thead>
<tr>
<th>Activity</th>
<th>Number of Hours/Day</th>
</tr>
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<tbody>
<tr>
<td>Lift/Carry</td>
<td></td>
</tr>
<tr>
<td>10 lbs or less</td>
<td>C</td>
</tr>
<tr>
<td>11-20 lbs</td>
<td>C</td>
</tr>
<tr>
<td>21-50 lbs</td>
<td>O</td>
</tr>
<tr>
<td>51-100 lbs</td>
<td>N</td>
</tr>
<tr>
<td>Over 100 lbs</td>
<td>N</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Manual Manipulate</th>
<th>Number of Pounds</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 lbs or less</td>
<td>O</td>
</tr>
<tr>
<td>13-25 lbs</td>
<td>N</td>
</tr>
<tr>
<td>26-40 lbs</td>
<td>N</td>
</tr>
<tr>
<td>41-100 lbs</td>
<td>N</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>Number of Hours/Day</th>
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<tbody>
<tr>
<td>N (Not Applicable)</td>
<td></td>
</tr>
<tr>
<td>O (Occasionally)</td>
<td>0 - 2.5+ hrs/day</td>
</tr>
<tr>
<td>F (Frequently)</td>
<td>2.5 - 5.5+ hrs/day</td>
</tr>
<tr>
<td>C (Constantly)</td>
<td>5.5+ hrs/day</td>
</tr>
</tbody>
</table>

Stand | O  | Lift/Carry
Walk  | O  | 10 lbs or less
Sit   | C  | 11-20 lbs
Manually Manipulate | C | 21-50 lbs
Reach Outward | F | 51-100 lbs
Reach Above Shoulder | N | Over 100 lbs
Climb | N  | Push/Pull
Crawl | N  | 12 lbs or less
Squat or Kneel | N  | 13-25 lbs
Bend  | N  | 26-40 lbs
Grasp | F  | 41-100 lbs
Speak | C  |
Work Environment
General office environment.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

Applications
All interested applicants should submit their resume via jobsinmadison.com