|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Department:** | Clinical | |  | **Reports to (title):** |  |
| **Pay Range:** |  | |  | **Supervises:** |  |
| **Hours/week:** | 40 | |  | **Classification:** |  |
| **Type of Position:** | Full-time | |  | **Effective Date:** |  |
|  |  | |  | **Revised Date:** |  |
| **PERFORMANCE EXPECTATIONS** | | | | | |
| In performance of their respective tasks and duties all employees of Turning Point Recovery Center Inc. are expected to conform to the following:   * Uphold all principles of confidentiality to the fullest extent. * Adhere to all professional and ethical behavior standards of the healthcare industry. * Interact in an honest, trustworthy and respectful manner with participants, employees, visitors and vendors. * Comply with Turning Point Recovery Center & Focused Recovery of New Mexico’s policies and procedures. * Maintain a current insurable driver’s license | | | | | |
| **POSITION PURPOSE** | | | | | |
| To clinically manage the mental and behavioral process for clients who express a willingness to submit to the program. To provide and professionally document continuity of care for clients through the IOP and continuing care phases of recovery therapy. Specifically, this position is responsible for engaging the client in treatment toward the goal of long-term sobriety from substance abuse or dependence. Ongoing individual sessions are always included, while family intervention therapy will be provided as needed. (NOTE: Any service should only be provided if it is within the scope of the clinician’s license). | | | | | |
| essential Duties, functions & Responsibilities | | | | | |
| 1. Intensive Outpatient Program (IOP)    * Provides case management, individual, and group therapy to IOP clientele.    * Provides family therapy for IOP clientele when necessary.    * Formulate a treatment plan based on all available clinical data and input from person served.    * Administers therapy in a group and individual setting according to the treatment plan. Involves family or other caretakers as appropriate.    * Clinician supports all aspects of IOP curriculum to nutrition and other life skills.    * Creates a comprehensive discharge summary and plan upon a client’s completion of the program. 2. Treatment Team  * Actively participates in the treatment team meetings, bringing cases of new clients, discharged clients, and any client out of compliance for a group discussion. * Maintains a utilization review on all clients and reports potential insurance problems to the treatment team.  1. Charting  * Professional documentation to include but not limited to: intake assessment, initial and subsequent treatment plans, discharge planning, employee assistance and/or criminal justice reporting, utilization review, group and individual notes, and reports for professionals/agencies involved in the continuum of care for the client. * Hard and soft copy documentation must meet TPRC and CARF standards and be completed within 24 hours of performed services. * Respond to quality assurance e-mails from the billing and invoice specialist.   Other duties include:   * Substitute for other IOP clinicians in group as needed. * Work as part of a team to ensure all TPRC regulations, policy, and philosophy are being consistently followed in every group for every client. * Track and maintain prior authorizations, presenting them in treatment team meetings and weekly staff meetings. * Executes follow up policy and procedure on discharged clients. * Substitute for the intake coordinator as directed. * Participate with marketing team as needed, providing feedback and helping with events for continuing care and alumni programs. | | | | | |
| **MINIMUM MANDATORY QUALIFICATIONS** | | | | | |
| Experience: | | * 2 year experience administering chemical dependency treatment or in a related treatment setting | | | |
| Education: | | Bachelor's Degree | | | |
| License/Certification: | | Active license as a LADAC, LMFT, LMSW, LISW, LPCC, or similar license | | | |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | | * Experience in providing treatment in a high risk or potentially volatile situation. * If recovering from addictions, 3 years of continuous sobriety. * Must maintain professional and technical knowledge by attending educational workshops * Reviews professional publications  Benchmarks state-of-the-art practicesKnowledge of Microsoft Office Suite; Microsoft Word; Microsoft Excel and internet software.Basic operation of a workstation (turning on/off, knowledge of basic functions and components).Use/storage/maintenance of multiple usernames and passwords.Use of Windows Explorer (electronic file-handling).  * Problem solving—identifies and resolves problems in a timely manner and gathers and analyzes information skillfully * Interpersonal Skills—maintains confidentiality, remains open to others’ ideas and exhibits willingness to try new things. * Oral communication—speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills. * Written Communication—edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information. * Planning/organizing—prioritizes and plans work activities, uses time effectively and self-manage projects, develops realistic action plans, handles multiple tasks and meets strict deadlines. * Quality control—demonstrates accuracy and thoroughness and monitors own work to ensure quality. * Adaptability—adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.  Ability to perform other duties as assigned.A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. | | | |
| PREFERRED QUALIFICATIONS | | | | | |
| mASTERS dEGREE | | | | | |
| WORK ENVIRONMENT | | | | | |
| Work environment: | | The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. | | | |
| Physical demands: | | The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. | | | |
| Mental demands: | | There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues. | | | |
| **OTHER** | | | | | |
| All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. In order to provide equal employment and advancement opportunities to all individuals, employment decisions Turning Point Recovery Center Inc. will be based on merit, qualifications, and abilities. Turning Point Recovery Center Inc. does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability or any other characteristic protected by law. | | | | | |
|  | | | | | |

***Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.***

|  |  |  |  |
| --- | --- | --- | --- |
| Reviewed by |  | TITLE |  |
| Approved by |  | TITLE |  |
| Date posted |  | DATE HIRED |  |

|  |
| --- |
| acknowledgment |
| I have reviewed the content of the IOP Clinician position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation. Describe any accommodations required to perform these functions:            *Employee (printed name) Employee (signature)*    *Date* |