

The Village Life Center

CLINICAL STAFF - JOB DESCRIPTION

Position/Job Title: Clinical Staff

Reports To: CEO

Employees are expected to model through their behaviors and attitudes the values that reflect and are consistent with those outlined in the Policy and Procedures Manual, ethics agreement, training materials, and policies of the agency. All employees are encouraged to develop professional networks in their state and local communities that help to further family centered practice.

Primary Responsibilities:

Clinical Service Delivery

The primary services are to be provided via direct involvement with the client and other family members. The Clinical staffs are required to provide family preservation services or assessments.

The requirements associated with this primary responsibility are:

- Effective joining with the family and initiation of services
- Provision of the quantity of sessions assessed as needed and appropriately authorized.
- Provide 24/7 on-call supports for all assigned families.
- Provision of family sessions and family centered practice.
- Provision of a holistic assessment of needs and practical suggestions for change.
- Provision of the services with a variance of days / hours.
- Observation of appropriate personal and professional boundaries.
- Provision of a service or individualized treatment plan that is based on an effective assessment.
- Development of services with families defined as resistant or oppositional to services.
- Provision of activity and participation based interventions and approaches that are developed from training materials, experience, families' successes, and peers.
- Provision of a closure and aftercare plan for each family / client.
- Maintain required confidentiality regarding client case materials in compliance with TVLC and HIPAA standards.
- Documentation and Recording
- Provide the required contact/daily reporting data, reports, plans of service or treatment, and court reports etc., on time and in a form that meets the needs of the family, referring agency and requirements of TVLC.
- The requirements associated with this primary responsibility are:
- Initial Contract and TVLC Required Documents
- Progress Notes -- BIRP or PIE format--with family or client participation and signature
- Service or Treatment plan

- Discharge Summary
- Court or other contract requested reports or forms
- Serious and Critical Incident reports
- Team Meeting Minutes
- Collateral Relationships
- Build and maintain positive relationships with personnel from referring / collateral agencies.

The requirements associated with this primary responsibility are:

- Seek honest answers to all of their inquiries, and problem solve with the individuals if necessary.
- Provide all the initiation of services requirements of the referral agency and TVLC.
- Maintain weekly contact and respond to all calls and inquiries from the referring collateral.
- Participate in, and guide when appropriate, the monthly meeting or collateral team meeting.
- Provide the prediction of and the education regarding the developmental stages and the behaviors expected as result of an internal value change treatment process.
- Maintain professionalism regarding demeanor, dress, communication, style, and overall manner.
- Provide guidance for the family in their interaction with referring agencies, and other community organizations as needed.
- Individual Supervision and Team / Peer Supervision
- Participate in individual and team supervision as scheduled -- usually weekly. The requirements regarding individual supervision are:
 - Maintain punctuality and frequency of all scheduled supervisions with Program Manager or designee.
 - Prepare with the required materials or items.
 - Provide the up to date necessary personnel file requirements.
 - Effectively participate in and utilize crisis and field supervision.
- The requirements regarding peer supervision via the team process are:
 - Timely attendance at all team meetings.
 - Participation in all meeting components.
 - Participate and support the Clinical Staff peer development process by respectfully addressing areas of concern for peer professional development and team performance issues.
- Staff each case monthly in team or individual supervision
- Chair (lead) or record the minutes for the team meeting when assigned.
- Follow the TVLC conflict resolution process of direct, honest, and respectful communication.
- Specialist Services
 - Provide specialist services per assignment or direction. The requirements of this responsibility are contract or task specific and correlate with the function of the specific assigned task. The specialist services may include, but are not limited to:
 - Assessments; such as Comprehensive Behavioral Health Assessments, Comprehensive Child and Family Assessments, and Competency Restoration
 - Administrative tasks; such as training or field supervision of new or tenured staff peers, review and editing of peer records and documentation, marketing and education presentations, training and development for the region or team meetings, and completing the authorization process for

referrals.

- Development and leadership of groups; such as contract specific specialty groups and community support groups.
- Provision of intensive in home services per state or contract specific service definitions. Refer to the relevant addendums.

Minimum Qualifications:

- Related Bachelor's level degree
- 2 years related field experience

Preferred Qualifications:

- Related Masters level degree with 2 years related field experience.
- Related Bachelors level degree with 5 years related field experience.