**Hope – Empowerment – Purpose**

**Make a difference!**

**Cobb County Community Services Board**offers a generous benefits package for **full time employees**, which includes employee Retirement Plan, Paid Holidays, Paid Time Off (PTO); Health, Dental, Vision, Legal, Short Term Disability, Long Term Disability, Critical Illness (AFLAC), Life Insurance, Flexible Spending Account and Dependent Care Account.

**JOB TITLE**: Behavioral Health Clinician

**FLSA STATUS:** Non-exempt

**REPORTS TO**: Clinical Program Manager

**JOB SUMMARY**: The Clinician will complete behavioral health and/or crisis assessments, develop treatment and safety plans and deliver clinical services to individuals seeking mental health and substance abuse related challenges in a fast paced crisis clinic. This position involves direct clinical services, staff consultation, case management work and possible involuntary commitment determinations.

**DUTIES AND RESPONSIBILITIES**:

Job duties Percentage of Time

* Completes and documents BHA assessments. 95%
* With the assistance of the individual, staff will develop treatment plans. 95%
* Guides the individual in the understanding of his/her illness and
* Contributing personal, social and economic factors. 95%
* Meets mandated deadlines for social services and supporting documentation
* as required by state/agency policies and procedures 100%
* Assists the individual with discharge planning, identification and accessing
* Community resources including making referrals and other arrangements as necessary. 95%
* Works with both internal and external stakeholders to ensure effective discharge planning 5%
* Demonstrates good verbal and written communication skills when reporting or documenting individual care/progress 100%
* Works closely with nursing staff and physicians to ensure cross-disciplinary communication.100%
* Any additional duties as assigned. 5%

**KNOWLEDGE, SKILLS & ABILITIES**

* Knowledge of DSM-V and determining mental health and/or substance abuse diagnoses
* Knowledge of addictive diseases and/or mental health disorders and their impact on an individual’s functioning.
* Knowledge of necessary appropriate therapeutic boundaries for working with vulnerable populations.
* Excellent verbal and written communication skills.
* Exceptional time management skills and attention to detail.
* Familiar with computer hardware and software including Microsoft Office products (Word, Excel, PowerPoint, Outlook), e-mail, fax, and scanning.
* Ability to manage and prioritize multiple assignments.
* Ability to remain professional when dealing with internal and external stakeholders.
* Ability to maintain accuracy and attention to detail when completing multiple assignments.
* Ability to work independently and carry out a variety of critical and time sensitive projects without detailed instructions.
* Ability to work with diverse individuals to collect the necessary information.
* Ability to maintain the confidentiality of sensitive and confidential information (with regards to HIPAA and 42CFR Part 2) obtained through the course of completing assignments.
* Ability to be flexible in adapting to changes in priorities, assignments, and other interruptions, which may impact pre-established timelines and courses of action for completing projects and assignments.
* Ability to establish and maintain cooperative working relationships with management, staff, and internal and external stakeholders.

**PERFORMANCE INDICATORS**

* Maintain Agency performance expectations 100% of the time.
* Complete and provide quality documentation of services provided by the end of the assigned shift 100% of the time.
* 99% accuracy on entering information in EMR.
* 100% of required trainings (both internal and external) will be completed within specified time frames to maintain licensure and good standing with the agency.
* Attend monthly supervision 100% of the time.
* Ensure authorizations are submitted within the expected timeframe 100% of the time.

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

* Working in a climate controlled environment
* Dealing with interruptions and changes in work priorities
* Sitting for extended periods of time.
* Occasional lifting up to 15 lbs.

**MINIMUM QUALIFICATIONS**:

1. Education – Master’s Degree from an accredited college or university in counseling, mental health or social services field.
2. Experience – N/A
3. Licensure/Certification – Associate license (e.g., LMSW, LAPC, MSW, LAMFT) or license eligible**.**
4. Other – Criminal background check clearance, official academic transcripts, valid driver’s license/ID, drug screen, TB test, eligible 7yr MVR

**PREFERRED QUALIFICATIONS:**

1. Education – Licensed Clinical Social Worker (LCSW) or licensed professional counselor (LPC) or Licensed Marriage and Family Therapist (LMFT)
2. Experience –1 year of full time clinical work and administrative duties in an inpatient/outpatient psychiatric facility.  Note: Some positions may require a valid driver's license.