



## *Community-Based Clinician Position Description*

RISE is an emerging leader in coordinated care, crisis respite, and mental health service delivery in Dane County and the Greater Madison area. We embrace a strengths-based approach in partnering with others to address the mental health and wellness needs of our community. We value collaboration, learning, and growth. We encourage personal and professional growth in all positions in our agency and seek new talent that will continue to enrich and diversify our workplace perspective and our connection to the community.

The Community-Based Clinician is responsible for providing assessment, treatment planning and appropriate therapeutic clinical interventions to individuals in Dane County in collaboration with natural and formal support systems. The Community-Based Clinician works under the direct supervision of the Therapeutic Services Team Supervisor.

As with all positions at our agency, it is the duty of the individual to fully support the mission, vision, values, and diversity statement of the agency. The individual must work in a coordinated manner with other employees and community partners to provide culturally relevant, equitable, and inclusive care while demonstrating professional and personal confidence in the service delivery model taken by the agency.

### **Position Responsibilities:**

#### Direct Service

1. Provides clinical services to youth, adults, and/or families in a setting best fit to participant needs (e.g., in the home, community, telehealth office). These services may include:
  - a. A strengths-based assessment (including administration of evidence-based assessment measures as applicable)
  - b. Assessment of safety/stabilization need and development of safety plans and wellness maintenance plans when applicable or helpful.
  - c. Collaborative development of a culturally relevant treatment plan based on identified goals of participant and clinical insight into effective pathways to meeting those goals.
  - d. Provision of therapeutic interventions that may include psychotherapy, psychoeducation, skills training, attachment work, motivational interviewing, cognitive behavioral therapy techniques, dialectical behavior therapy, communication skills, boundary setting, etc.
  - e. Evaluation of progress in reaching goals and assistance with development and implementation of transition planning.
  
2. Participates actively in support teams of participants, including attendance at (or facilitation of) team meetings, consultation with other providers and team members when appropriate

(including collaboration with ESU for crisis management), and recommend additional services or providers when applicable.

3. Demonstrates provision of a strengths-based, participant-centered, trauma-informed, and recovery-oriented philosophy to help youth, adults, and families meet their needs and realize their vision of the future.
4. As needed, provides in-the-moment support, skills coaching and intervention (in person or via phone) in accordance with the needs of the youth and family.
5. As applicable, assists with education about and planning for community-based alternatives (i.e., informal respite, transportation, in-home support, etc.) to inpatient hospital admissions.
6. When indicated, collaborates with ESU and/or first responders to support inpatient hospitalizations and engages actively in planning for discharge and re-engagement in community-based treatment.

### Administration

1. Completes all necessary referral/enrollment paperwork with the participant.
2. Completes all program participant-related paperwork (i.e., assessments, plans of care, progress notes etc.) according to established timelines.
3. Completes all program-related paperwork and enters information in data system (i.e., program participant data, logs, expense forms etc.) in a timely manner.
4. Remains in compliance with internal and external quality assurance measures.
5. Achieves and maintains Comprehensive Community Services certification (including initial training, ongoing training requirements, and supervision logs).
6. Completes and maintains an active CAQH profile.
7. Manages time effectively to achieve and document a minimum of 25.5 hours per week of participant service hours.
8. Maintains valid training license per WI DSPS requirements and works towards full clinical licensure.

### Program Development & Implementation

1. Works collaboratively as a member of the Therapeutic Services Team, including teaming to meet the needs of other TST participants when their primary provider is unavailable.
2. Provides support to new TST clinicians by providing shadowing opportunities and other onboarding support as assigned by supervisor.
3. Continually develops clinical skills through regular clinical/reflective supervision, group participant consultation, training, attendance at relevant communities of practice, and independent study.
4. Provides mental health consultation and psychoeducation to participants' support teams as needed.

### Agency

1. Engages in ongoing examination of and engagement with one's own biases and continued work toward cultural humility.
2. Works with everyone embracing different perspectives and life experiences beyond one's own experience and perspective.
3. Attends and actively participates in program meetings and agency meetings.

4. Follows RISE's confidentiality guidelines to ensure program participant privacy.
5. Follows RISE's policies and procedures as cited in the Employee Handbook.
6. Performs other duties as requested by the direct supervisor or agency director that enhance the overall agency operation.
7. Holds a valid driver's license, has access to reliable transportation, and has a driving record that enables purchase of automobile insurance, in accordance with agency guidelines.
8. Any and all additional tasks as assigned.

**Required Qualifications:**

- Master's degree in counseling, social work, psychology, or closely related field
- Current training license or ability to attain within 3 months of hire (APSW, MFT, LPC-IT)
- Actively pursuing clinical licensure (LCSW, LMFT, LPC)
- Current Comprehensive Community Services certification or ability to obtain certification within 3 months of employment
- Ability to drive self and others via vehicle.
- Daily access to a reliable vehicle, with valid drivers' license and insurance
- Demonstrated written and verbal communication skills.
- Demonstrated experience working with individuals or families on issues related to mental health, community resources usage, care coordination and advocacy.
- Experience working with others from diverse cultural backgrounds.
- Commitment to strength-based, recovery-focused, trauma-informed programming
- Willingness to offer 1-2 evening availability slots (after 5pm) per week.
- Demonstrated ability to work as a member of a team and maintain positive collaboration with others within and outside an organization.
- Proficient computer skills, specifically in current versions of Microsoft Word, Excel, Outlook and Power Point; and willingness to learn new skills as needed or required.
- Ability to pay attention to detail and a commitment to quality and the timely completion of duties.
- Willingness to occasionally work outside of regular business hours/regularly scheduled hours.

**Preferred Qualifications:**

- Knowledge of Dane County's community resources which benefit children and families.
- Prior experience providing crisis stabilization services.
- Bilingual in Spanish, French, Arabic, Hmong, or another language as deemed necessary by program (in addition to English) as determined by ALTA test and within RISE'S acceptable range.
- Clinical Licensure (LCSW, LPC, LMFT)

**HIPAA Regulations:**

As a required part of employment with RISE, the employee must preserve all rights and protections under the Health Information Portability and Accountability Act (HIPAA) of 1996 for the consumer population served by this agency; it is the obligation of the employee to ensure that private health information is protected and that disclosures are permitted only with appropriate authorization. The employee is required to comply with all Federal and State regulations as part of the organization's HIPAA training which describes the policies and procedures for the agency.

**Accountability:**

The Community-Based Clinician is accountable to Therapeutic Services Team Supervisor

**Employment Status:** Regular, full time

**FLSA Status:** Exempt

**Physical Demands:**

While performing the office-related duties of this job, the employee is required to sit at a desk and computer for long periods of time, is occasionally required to stand; use hands and fingers to operate and handle keyboards and computer controls. May be requested to lift materials of up to 20 lbs. Specific vision abilities required include close vision reading. The position requires sitting, standing, stooping, bending, lifting, walking, climbing, speaking and driving. The functions of this position are varied in nature and require the ability to make clear and concise presentations and to respond in an effective and appropriate manner during crisis. The employee is required to communicate effectively via verbal, audible and written means.

Performing the offsite duties of this position involves employees sitting, standing, stooping, bending, lifting, walking, climbing, and speaking. The functions of this position are varied in nature and require the ability to make clear and concise presentations, and to respond in an effective and appropriate manner during crisis.

The Community-Based Clinician may be requested to lift children and/or materials of up to 20 lbs. unassisted, while also accessing a second-story location. This position requires dexterity with ability to push, pull, carry, balance and kneel to assist and perform activities with children. The employee must be able to supervise children through sight and sound. This position requires routine local driving. Specific vision abilities required include close and distance vision.

**Work Conditions/ Hours:**

At the office: heated and air-conditioned open office/office environment. Noise level is usually low to moderate. Significant travel by vehicle required. The employee may be requested to drive self and others via vehicle. Regular schedule is Monday–Friday, with some scheduling flexibility. May be required to work on weekends, depending on program participants' needs and schedules.

The offsite portions of this position require the employee to provide services in the homes of individuals and families within the community. As such, work conditions in program participant homes will vary. The noise levels in the work environment may vary, as is expected when working with young children and families. Regular schedule is business hours, 8:00 am to 5:00 pm. However, at times work outside of these hours might be necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**RISE is an Affirmative Action/Equal Opportunity employer.** RISE offers equal employment opportunities to all employees and applicants for *employment, upgrading, demotion or transfer, recruiting, layoff or termination, rates of pay or other forms of compensation, selection for training including apprenticeship insofar as it is within our control* without regard to race, color, religion, sex,

sexual orientation, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, gender identity, physical appearance, political beliefs, student status, genetic information, marital status, age, disability, or any classification protected by federal, state, or local laws.

*The information written in this job description indicates the general nature and level of the work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this position. While employed in this position, an employee may be required to perform other duties not listed in the description. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. RISE retains the discretion to add duties or change the duties of this position at any time.*

**I acknowledge that I have read, understood, and received a copy of the position description. I accept this position with RISE.**

Signatures:

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Employee signature and date

Printed Name

I have provided this position description to the employee and answered any related questions.

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Supervisor signature and date

Printed Name