

**ILIULIUK FAMILY AND HEALTH SERVICES, INC.**  
**Job Description**

**JOB TITLE:** Behavioral Health Clinician

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<b>FLSA Job Status:</b>	Exempt
<b>Pay Scale:</b>	DOE
<b>Department:</b>	Behavioral Health
<b>Supervisor:</b>	<b>Director of Behavioral Health Services</b>
<b>Date:</b>	<b>4/6/09</b>

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**I. JOB SUMMARY**

The job requires a fulltime mental health and substance abuse counselor to provide services to the community of Unalaska, the Port of Dutch Harbor, and the fishing fleet of the Bering Sea. Provide continuity of care and coordination of treatment for clients with various agencies, institutions, hospitals, employers, service organizations, legal systems, educational entities, and service providers, etc. Participate in on-call rotation to provide emergency response and crisis intervention services that are available 24 hours a day, seven days a week.

**II. ORGANIZATIONAL SUMMARY**

- A. Reports to:** Director of Behavioral Health
- B. Key Working Relationships:** Medical Practitioners, Medical Support Staff, Behavioral Health Clinicians, and Administration
- C. Primary Customer Groups:** Individual, their families and older children (MH, SA, Pain Management Clients, DV, TBI, FASD), community agencies (including MOA contractors, community organizations /groups), and employers
- A. Age of Clients Served:** All but young children

**III. STANDARDS OF CONDUCT**

- A. Appearance:**
  - 1. Maintains a professional personal appearance and abides by the dress code at all times while working and representing IFHS
  - 2. Demonstrates maintaining a positive and clean appearance
- B. Attitude:**
  - 1. Acknowledge clients, smile and maintain appropriate eye contact
  - 2. Be welcoming, accessible, integrated, continuous, and comprehensive
  - 3. Be kind, empathetic, and helpful
  - 4. Thank all clients for choosing IFHS
- C. Respect:**
  - 1. Treat customers (clients, guests, colleagues), as I would want my family treated
  - 2. Treat colleagues (employees, physicians, volunteers) as professionals
  - 3. Be accountable in meeting client's requests and needs
  - 4. Recognize and respect differing viewpoints and beliefs
  - 5. Reverence for diversity and perspective of all people
- D. Ownership/Accountability:**
  - 1. Act as an ambassador of IFHS
  - 2. Anticipate and exceed customer needs and expectations
  - 3. Understand and accept responsibilities
  - 4. Demonstrates a proactive approach to all issues/problems/concerns
  - 5. Maintain appropriate chain of command with supervisor and managers

**E. Communication:**

1. Acknowledge clients and their families
2. Keep clients and families appropriately informed
3. Maintain confidentiality
4. Use proper voice and e-mail etiquette
5. Use proper and professional telephone etiquette
6. Demonstrates positive and proactive communication skills to include active listening
7. Staff all clients and client issues with supervisor; keep supervisor informed of absences from clinic
8. Communicate in a positive and proactive manner with supervisor on daily basis.

**IV. ESSENTIAL FUNCTIONS**

1. Knowledge of and ability to utilize DSM-IV-TR diagnostic criteria in evaluation and assessment of children, adolescents and adults
2. Knowledge of current professional standards of assessment and treatment
3. Knowledge of and adherence to mandated ethical standards of professional behavior
4. Knowledge of theory and treatment modalities as they relate to human development, substance abuse, and mental illness, and any specialty skills set
5. Ability to provide therapeutic interventions and/or make appropriate referral
6. Responsible for providing on-call and emergency services -- including crisis evaluation and assessment for involuntary hospitalization
7. Responsible for working cooperatively and positively with supervisor and all internal staff and ancillary agencies
8. Responsible for completing required documentation of services – including but not limited to all grant reports, court documentation, biopsychosocial assessments, treatment plans, progress notes, discharge plans, and current policies, procedures, and standards
9. Ability to assist with writing grants, and administrative responsibilities relating to client registration, chart maintenance, billing/insurance information, and monthly and quarterly documentation required by any granting agency
10. Responsible for ongoing community education, including but not limited to newspaper articles, presentations, panel discussions, home visits, processing plan visits, participation in annual Women’s Conference and public service announcements
11. Responsible for active participation in weekly Clinical Supervision with Director of Behavioral Health, and Clinical Case Staffing with Medical providers and Psychiatrist.

**V. REQUIREMENTS**

**A. Knowledge, Practical Experience, and Licensure:**

1. Minimum of a Masters level degree in Counseling, Marriage and Family Counseling, Social Work, or Psychology
  1. Two to three years post master’s licensure experience in assessing and treating persons with mental illness and/or substance abuse issues
  2. Possesses the ability to demonstrate multicultural awareness and sensitivity
  3. Must possess the ability to demonstrate appropriate diagnostic skills utilizing the DSM-IV-TR
  4. Must have appropriate licensure or certification (or ability to obtain licensure/certification) in mental health and substance abuse within six months of hire.
  5. Must be credentialed through IFHS to provide Crisis Assessments in the ER for after-hour clients.

**B. Physical Requirements:**

2. Ability to lift up to 30 pounds and carry up to 25 pounds occasionally
3. Involve frequent sitting, standing, and walking.
4. Hearing: within normal limits with or without use of corrective hearing devices
5. Vision: adequate to read 12-point type with or without use of corrective lenses.

**VI. ACKNOWLEDGMENT**

I have reviewed and understand the responsibilities of this position description.

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Signature of Employee

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Date