

ODYSSEY FAMILY COUNSELING CENTER

JOB DESCRIPTION

Part-Time Fully Licensed Clinician

General Description: The Part-Time Fully Licensed Clinician is responsible for providing direct services to clients as well as maintaining appropriate documentation regarding those services. The Part-Time Licensed Clinician is a member of the Interdisciplinary Treatment Team and is expected to comply with all OFCC policies as well as all applicable federal, state, county, and local laws. The Part-Time Licensed Clinician also complies with guidelines set forth by all applicable regulatory bodies, ethical standards, and funding sources.

Supervisor: Program Coordinator, with indirect report to Clinical Operations Director and Utilization & Corporate Compliance Manager

Supervisees: None, however, may be asked to informally assist with onboarding of new staff and/or interns as appropriate

Description of Duties:

- Provide appropriate direct services to assigned clients in assigned program(s), including, but not limited to, the following: Behavioral Health Assessments, Service Plan Development, Individual Therapy, Family Therapy (as appropriate), and Case Management. Clinicians working in ASAP or OTR programs also provide group skills training and urine drug screens.
- Collaborate with the UM Assistant to provide data for reports and statistical analysis as required.
- Attend and participate in weekly Interdisciplinary Team Meetings as assigned.
- Attend and participate in regular supervision with Program Coordinator as appropriate to experience and skill level.
- Maintain case records according to Odyssey and payer policies, ensuring that all documentation is completed and signed within 24 hours of service.
- Provide coverage as needed and available for assessments, individual or group therapy, and walk in clients.
- Maintain awareness of advances and best practices in the field. Remain current in professional knowledge through literature review, seminars and workshops. Must attend at least 75% of all Odyssey staff meetings and trainings.
- Maintain Do Not Show rate of 25% or less.
- Maintain professional licensure and credentialing paperwork as appropriate.
- Uphold the mission and core values of Odyssey Family Counseling Center.
- Comply with policies and procedures of Odyssey Family Counseling Center.

- Other duties as assigned.

Qualifications:

- Currently licensed in the state of Georgia as an LCSW, LPC, LMFT, or Psychologist. Ability to provide clinical supervision according to Composite Board requirements is preferred but not required.
- Able to quickly and accurately assess and diagnose mental health and/or substance use disorders as well as to develop SMART treatment plans for target client population.
- Able to rapidly establish rapport with a diverse population of clients presenting with a wide range of psychiatric, social, and emotional difficulties.
- Able to complete documentation consistent with Medicaid and DBHDD standards and timelines.
- Excellent interpersonal skills and the ability to maintain a positive collaborative relationship with staff and clients.
- Able to utilize crisis intervention and conflict resolution skills to assess and intervene for suicidality and homicidality.
- Understands legal requirements for reporting abuse and homicidal threats.
- Possesses strong computer skills and is proficient in the use of concurrent documentation using an electronic medical record. Knowledge of CareLogic is preferred.
- Candidates should have an NPI Number and CAQH documentation; be in the process of being credentialed with insurance panels (especially BCBS, UBH, Aetna, Cigna), and have experience with Substance Use Disorders. Spanish speakers and those with experience working with minority/disadvantaged teens and adults are strongly encouraged to apply.

I have read and understand the outlined job description above:

Employee Signature: _____ *Date:* _____