

AKEELA INC

JOB DESCRIPTION

Job Title: Clinical Associate

Department: Clinical

FLSA Status: Non- Exempt

Report To: Program Manager

Date: 5/1/2023

Position Summary:

To deliver timely and appropriate referral services for clients and their family members to agencies for screening, biopsychosocial assessment and admission to substance abuse treatment or co-occurring services as needed. To provide support to clients experiencing substance use, mental health and/or co-occurring substance use mental health disorders with a wide range of activities including advocacy, linkage to resources, sharing experience, community and relationship building, group facilitation, skill building, mentoring and goal setting. The form of support, peer to peer interaction, is based on key principles of shared understanding, respect, and mutual empowerment.

Core Competencies:

The Clinical Associate must be able to demonstrate competency in the following areas:

- **Approachability.**
- **Attention to detail.**
- **Dealing with change.**
- **Composure.**
- **Interpersonal skills.**
- **Time management/prioritization.**

Responsibilities:

- To provide direct service case management for referred clients and their families, addressing goals and objectives as outlined in the treatment plan under the supervision of the Program Manager.
- Documents all client services using Akeela's designated 'Electronic Health Record' (ERH) and maintains accurate and timely client records in accordance with Akeela policy.
- To meet with assigned clients and/or their families as frequently as outlined on the treatment plan.
- To maintain monthly contact with the referring agency and provide required progress reports.
- To participate in treatment team meetings with other involved departments or agencies as needed by the client.
- To identify, network and establish linkages with collateral services needed by the client.
- To maintain confidentiality as required by Akeela policies.
- To engage clients who have lapsed in treatment services.
- To support client movement through continuum of care as indicated by treatment plan and treatment team.
- To assess safety and substance-use concerns, and develop treatment plans, as assigned.
- To meet with clients in their home and provide structured family interventions, as assigned.
- Strong verbal and written communication skills.
- Other duties as assigned.

Qualifications and Requirements:

- Meets at least one of the following requirements for degree/certification:
 - Certification as a Chemical Dependency Counselor (CDC) I or Behavioral Health or certification or higher by Alaska Commission for Behavioral Health Certification (ACBHC), or certification by another certifying body, such as a state certifying affiliate of the National Association of Alcoholism and Drug Abuse Counselors (NAADAC) or other similar recognized organization; experience judged as meeting certification requirements may be accepted provided the applicant be certified within six months of hire. For Clinical Associates, will accept Behavioral Health Technician (BHT) or Counselor Technician (CT) or similar certification, or similar training or experience.

- BA/BS in psychology, social work, counseling, child guidance, nursing or similar field and substance abuse treatment training and/or experience; or

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands:* While performing the duties of the job, the employee is frequently required to sit, to reach with hands and arms to finger, handle, or feel objects, tools, or controls; to occasionally stand and climb stairs, walk; to seldom bend, push, pull, and kneel. The employee must occasionally lift and/or carry up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work Environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

Acknowledgement:

My signature below verifies that I have received a copy of this position description. I understand the expectations it defines, and the responsibility of credentialing implied by this description. I have had the opportunity to ask questions and discuss these expectations with my supervisor, who has also signed below. This employment offer is not an employment contract and is not intended to create contractual obligations of any kind. Our employment relationship will be terminable at will, which means that either you or Akeela, Inc. may terminate your employment at any time and for any reason or for no reason with or without notice.

Employee Name: _____

Employee Signature: _____

DATE _____

Supervisor Signature: _____

DATE _____

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.