

**COMMUNITY PSYCHIATRIC SUPPORTIVE TREATMENT COUNSELOR/SOCIAL
WORKER
(GENERAL: CHILD/ADOLESCENT SERVICES)**

GENERAL DUTIES:

Actively encourages and supports the resilience of children and youth with severe and persistent emotional disturbance, behavior disorder, or mental illness; assists those children and their families to avoid the need for out-of-home placement; and encourages and supports successful community living.

SPECIFIC DUTIES:

1. Arranges, coordinates, and reviews patient diagnostic assessments in order to assure accurate identification of patient status and need.
2. Develops, in conjunction with the patient and their family or caretaker, a coordinated treatment plan designed to address individual patient needs and preferences in such areas as symptom distress, family empowerment, quality of life, asset development, housing, school adjustment and performance, medical services, employment, and other areas identified by the patient, family or other caretaker.
3. Links patients and families to needed organizational and community-based services and advocates for services on their behalf.
4. Assists individual patients and families in developing their own family support system.
5. Promotes and encourages, when necessary, patient development in such areas as personal care, school adjustment, health maintenance, behavior control, and social skills with the extent and frequency based on patient need and/or preference.
6. Monitors patient and family treatment compliance and coordinates service delivery among providers both within and outside of the agency with special attention to school, court, and Children's Services personnel.
7. Monitors psychiatric symptoms/condition and assists patients and their families and/or caretakers in recognizing decompensation cues in order to assure timely intervention.
8. Provides initial crisis stabilization services, with referral for additional emergency services from specialized programs, when required.
9. Encourages patient compliance with psychotropic medication, when prescribed,

and keeps the prescribing psychiatrist informed of any compliance difficulties.

10. Consults with patient's family and/or significant others as appropriate; provides education to family members or other caretakers regarding the particular manifestations of the patient's mental illness and shares information about recommended family interventions and community supports.
11. Assists with treatment planning and discharge management for assigned patients who receive inpatient, residential, or other out-of-home care.
12. Provides supportive and problem solving counseling to patients and families, as needed.
13. Facilitates access to transportation for patients who need such assistance in order to access necessary care.
14. Establishes and maintains effective and cooperative relationships with other community agencies and professionals who serve a similar population.
15. Completes necessary documentation of services provided, in accordance with Quality Assurance standards and within the required time frames.
16. Collects required outcomes assessment data on assigned patients, consistent with the required time frames, and documents the use of collected information in treatment planning and evaluation.
17. Assists in keeping medical charts updated for children or adolescents who may have discontinued active involvement in other Center services, but who still choose to receive psychiatric medication from the organization. Becomes re-engaged with such assigned patients when circumstances warrant.
18. Assists office finance and clerical staff in the collection of necessary documentation of patient eligibility for Medicaid, or other benefits and in collecting other required demographic and patient related information.
19. Maintains professional credentials and keeps up to date with required organizational trainings.
20. Attends and participates in staff meetings, unit meetings and supervisory sessions, as required, and in other committees, quality improvement teams and task forces, as assigned.
21. Works cooperatively with other program staff to assure program success in achieving annual program goals and objectives.
22. Provides, at a minimum, the expected level of billable services assigned to his/her

specific position.

23. Abides by corporate policies and procedures, with special attention to the Policy on Patient Rights, the Confidentiality Policy, the Counseling Center's Code of Ethics and the Code of Ethics of his/her particular profession.
24. Completes other duties, as assigned or as required for effective and efficient operation.

SUPERVISORY RESPONSIBILITIES:

1. Independently licensed staff may provide clinical training supervision to other organization staff, as assigned.

WORKING CONDITIONS:

1. Position is essentially community-based with an emphasis on on-site care, although office time is required for paperwork and documentation.
2. Position requires a variable and flexible schedule - responsive to the needs of the caseload.
3. Position requires business-related driving using either agency vehicles or personal vehicles, including the transport of other persons.
4. Position requires exposure to difficult or resistant individuals including some with hallucinations, delusions, and/or self-injurious or acting out behavior.

- CLINICAL SUPERVISOR: a) For non-independently licensed staff - LISW-S or LPCC-S, as assigned
- b) For independently licensed staff - none required.

ADMINISTRATIVE SUPERVISOR: Director of Specialized Children's Programs

POSITION TYPE: Exempt

POSITION CLASSIFICATION: Community Psychiatric Supportive Treatment
Counselor/Social Worker

WORKER CREDENTIALS/CHARACTERISTICS:

1. A minimum of a bachelor's degree in social work or a related mental health area
2. Licensed as an LSW, LISW, LPC, or LPCC

3. Ability to relate effectively to children and youth, especially those with emotional disturbance, behavior disorders, or mental illness
4. Familiarity with normal child development, behavior modification procedures, asset development and family systems
5. Familiarity with the DSM and/or ICD-9 diagnostic system or evidence of a commitment to develop this expertise
6. Ability to communicate effectively in written and oral form
7. Ability to successfully engage and maintain children and families in their recovery process
8. Ability to deal appropriately with sensitive issues
9. A commitment to patient advocacy
10. A commitment to quality care including timely and accurate documentation
11. A commitment to collaborative work efforts and an ability to work effectively with professionals from a variety of community agencies and programs
12. Capacity for self-motivation and the ability to work independently, handle job related stress, and manage time and effort in such a way as to assure the production of expected amounts of billable services
13. Basic keyboarding skills, adequate to complete necessary patient records and maintain necessary documentation
14. A valid driver's license, and acceptable driving record, and evidence of personal automobile insurance and of insurability by the agency's liability insurance carrier

KEY PERFORMANCE INDICATORS:

1. Satisfactory, or better, scores on the annual performance evaluation
2. Achievement of the assigned productivity expectation for billable services
3. Timely and accurate completion of necessary paperwork and documentation
4. Compliance with applicable Quality Assurance standards and guidelines
5. Evidence of sincere efforts to provide good customer service