

**CATHOLIC CHARITIES OF STEUBEN  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Skill Building Clinician	<b>STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Therapeutic Foster Care	<b>W/C#</b>	8857 Social Worker
<b>EEO CODE:</b>	2	<b>GRADE LEVEL:</b>	405

**PRIMARY FUNCTIONS:** The Skill Building Clinician is directly accountable to the Program Clinical Supervisor for the organization, management, administration and provision of all mental health-related services to children in the care of the agency's foster care program. Such services are to be provided in compliance with all rules and regulations of the New York State Medicaid Program and the Office of Children and Family Services.

**SPECIFIC DUTIES:**

1. Provides skill building services for youth in care and manages documentation.
2. Establishes treatment goals for youth in our program.
3. Provides psychiatric supports & therapy. Provide individual counseling & treatment, substance abuse counseling & treatment, trauma-informed counseling & treatment, family group counseling, and transitional counseling.
4. Provides psycho-education and wellness education.
5. Enhances youth's compliance with behavioral expectations.
6. Uses interventions drawn from evidence-based psychotherapeutic methodology structured interventions to decrease problem behavior and increase pro-social behavior
7. Promotes integration with community resources & skill building.
8. Communicates with families and medical practitioners as needed
9. Attends service planning meetings with referring agencies, including intake, day one, service plan reviews, etc. as able.
10. Provides in-service trainings for foster parents and foster care staff on skill building, daily living skills, and other relevant identified topics.
11. Assists with transportation for children to appointments or visits as necessary.
12. Serves as a member of the Child Assessment Review Team (C.A.R.T.) and team meetings providing direction on behavioral issues for children in care.
13. Responsible for treatment plan and for discharge plan as part of child's service plan.
14. Maintains documentation in Connections system per program mandates.
15. Provides after-hours on-call coverage for the Therapeutic Foster Care Program (in program rotation).

**TITLE OF DIRECT SUPERVISOR:** Clinical Supervisor

**QUALIFICATIONS:** A licensed behavioral health practitioner (Master Social Work, or Mental Health Counselor) required. Supervisory experience and experience in Child Welfare preferred. Experience in the care and the special health needs of children preferred.

**ADDITIONAL REQUIREMENTS:**

- Extensive travel within a six county area.
- Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CCDR's corporate compliance and ethics program.
- Possess excellent verbal and written communication skills.
- Ability to multi-task and prioritize duties.
- Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
- Ability to maintain absolute confidentiality in regards to all records reviewed including consumer records, employee records and billing records.
- Proficiency and experience with PC's and Microsoft applications.
- Ability to analyze and interpret data and to handle problem resolution.

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- Possession of a valid Driver’s license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Demonstrate commitment to Agency Mission Statement.
- Provide effective, equitable, understandable and respectful quality care and services that are responsive to diverse cultural health beliefs and practices, preferred languages, health literacy and other communication needs.

**Ability to meet the following physical requirements with or without reasonable accommodation:**

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 10 lbs;
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read write and interpret written documents;

**EMPLOYER’S DISCLAIMER:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**EMPLOYEE CONFIRMATION:**

I have received and read a copy of this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name