



Martha's Vineyard Community Services, Inc.
Clinical Resident
Job Description

Reports to: Island Counseling Center (ICC) Senior Director/Designate (Associate Director or Other Supervisor)
Program: Clinical
Classification: Exempt
Department: N/A
Date: July 28, 2021
Approved: August 5, 2021, Elizabeth Folcarelli, CEO
Next Review Date: June 2022

Job Summary: Responsible for the assessment and direct treatment of assigned caseload of children and/or adults with psychiatric and/or substance abuse disorders. Works as a member of a cohesive, interdisciplinary team. Manages a case mix that ensures productivity targets (needed services) reach clients in need at a frequency and pace aligned with clinical need. Follows best practices in terms of evidence-based practice, ethical tenets, and regulatory/legal/compliance aspects of service delivery. Works closely with an experienced clinical supervisor and maintains involvement in peer supervision groups.

The Clinical Resident works to assure the following:

1. Exemplifies MVCS vision and guiding principles;
2. Models highest standards of professional ethics and clinical practice;

Job Duties (*Essential Job Function)

1. Completes a thorough initial assessment with each client to determine appropriateness for admission. Makes appropriate referral if client does not meet admission criteria.
2. Maintains caseload congruent with direct service hours and productivity requirement.
Consistently meets the ICC standard for clinical productivity.*
3. Completes initial and ongoing individualized action plans and comprehensive assessments within the required time frames, to include the current needs, strengths, safety, and corresponding plan of care for each client, as well as other required documentation.*
 - a. Completes required electronic and paper admission documentation and admits appropriate clients to the program as per policy and regulations
 - b. Accurate, timely and professionally formulated progress notes after each session or interaction that reflects the client's status, progress, and treatment plan goals.
 - c. Promptly and actively communicates with the client's family and designated collaterals and service providers, and documents this intervention.
 - d. Completes all required paperwork to enable third party reimbursement in a prompt, professional, and efficient manner.
 - e. Discharges clients per ICC policy and procedure. Promptly completes discharge summaries and sends a copy to the appropriate referral sources as per policy and regulations.

4. Provides therapeutic individual/group/family therapy as prescribed in the client's course of treatment and treatment plan. Utilizes an effective manner and therapeutic style that demonstrates caring and empathy toward clients.*
5. Provides home/community based services for the ICC's DCF funded Family Support and Stabilization Program, CBHI, Senior Programs and additional programs as required. In all cases conducts home visits when clinically appropriate.
6. Fulfills requirement to perform on call for Emergency Services in accords with the union contract currently in effect.
7. Makes active, documented attempts to re-engage clients who withdraw from treatment when clinically appropriate.
8. Completes case record self-audits on each client's chart as required. Ensures records comply with state and federal compliance laws and associated regulations.*
9. Observes client confidentiality laws and regulations and assures that release of information forms have been properly initiated, signed and updated as necessary.
10. Participates in required staff meetings and designated training. Attends other educational training to keep skills current and to develop new skillsets.
11. Resident will meet regularly with supervisor (weekly), attends peer supervision group, and attends weekly staff meetings, seminars and trainings as required.

Qualifications:

- Graduated from an accredited Master's level counseling or Social Work program since January 2019 and wish to pursue licensure
- General knowledge of therapeutic techniques used in individual, group and family psychotherapy.
- General knowledge of the services provided under the specific contracts.
- Knowledge of the principles of evidence-based mental health and substance abuse treatment modalities.
- Knowledge of DSM 5 information on types and symptoms of mental and/or emotional disorders.
- Ability to recognize symptoms of mental and/or social emotional disorders in clients and to analyze social and psychosocial data to diagnose, draw conclusions, develop treatment plans with the person served, make appropriate recommendations and interventions.
- Ability to interact with people who are under physical and/or emotional stress.
- Training/education in child and adolescent growth development

This statement contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically requires, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as

assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Employee Signature and Date

Supervisor Signature and Date