

ASSERTIVE COMMUNITY TREATMENT (ACT) CLINICIAN

Job Description

Department: Behavioral Health
Location: Totem
Reports to: Program Director and ACT Team Lead
Position Number(s): 850
FLSA: Exempt
Supervises: None
Revised Date: 10-19

POSITION SUMMARY:

The Assertive Community Treatment (ACT) Clinician will provide case management and counseling services, including individual and group counseling, for adults with serious mental illness. Responsible for completing timely documentation such as mental health assessments, treatment plans, and billing notes. Also assists clients in different settings such as in the community, in client homes, and in NARA's Totem Lodge site in S.E. Portland.

ESSENTIAL JOB DUTIES:

- Develop, implement and promote culturally appropriate behavioral health treatment for Native Americans and other vulnerable persons diagnosed with severe and persistent mental health and alcohol and drug disorders.
- Provide culturally appropriate clinical consultation and advocacy.
- Complete documentation such as mental health assessments, treatment plans, and notes within the appropriate timeframes.
- Provide services as outlined in the ACT fidelity model.
- Must run weekly therapeutic groups.
- Participate in the mandatory daily ACT team meetings and weekly staff meetings. Participate in agency and interagency meetings.
- Build professional relationship and serve as a liaison between the client and other community services.
- Coordinate and promote outreach activities and other agency services.
- Function as a member of an integrated multidisciplinary team that incorporates mental health treatment, substance abuse treatment, and primary medical care. Communicate necessary information with other ACT team members and community partners.
- Participate in quality assurance activities including chart reviews.
- Attend, as well as develop and deliver, relevant trainings as assigned.
- Meet regularly with the ACT Team Lead and Program Director for supervision and seek additional supervision, as needed as well as integrating feedback into daily performance.
- Provide consultation in crises and on-call services.
- Perform other duties as assigned.

QUALIFICATIONS:

- Minimum two years of experience serving the behavioral health needs of adults with severe and persistent mental illness.
- Master's degree in Social Work, Psychology or Counseling.
- Licensure as LCSW, LPC, LMFT, or RN preferred.
- Alcohol and Drug Certification a plus.

- Knowledge of local service systems, including services for homeless individuals, housing services, mental health services, and medical services.
- MHACBO Board Certified QMHP.
- Ability to maintain professional boundaries with clients, the community, and other staff members.
- Ability to work collaboratively with clients, other NARA staff, team members, and to treat everyone with respect and dignity at all times.
- Experience in a setting integrating behavioral health and primary healthcare preferred.
- Experience with providing community-based services preferred.
- Experience working within the Native American/Alaska Native community is considered a plus.
- If in recovery, must have a minimum of two years sobriety/clean time.
- Ability to pass a pre-employment or for cause drug tests.
- Ability to pass criminal background and DMV checks.
- Mental Health Therapists must be able to pass a CRIMS finger printing and background check.

STANDARDS OF PERFORMANCE:

Each of these are considered an essential function:

1. **Mission & Vision:** The mission of NARA, NW is to provide education, physical and mental health services and substance abuse treatment that is culturally appropriate to American Indians, Alaska Natives and other vulnerable populations. Our purpose is to achieve the highest level of physical, mental and spiritual well being for American Indians and Alaska Native people.
2. **Service Commitment:** Demonstrates competency by placing a high priority on service to everyone encountered. Consistently shows the characteristic of service excellence.
3. **Team Member:** Demonstrates competency by maintaining positive, constructive interpersonal relationships, and by understanding and practicing the principles of effective teamwork.
4. **Confidentiality/Privacy:** Protects confidential/private information related to clients, members, employees, and others.
5. **Environment of Care/Infection Control/Safety:** Consistently demonstrates and incorporates principles of safety and infection control into daily activities and complies with policies and reports unsafe conditions.
6. **Attendance and Punctuality:** Demonstrates performance by adhering to established policies and procedure and exhibiting the defined characteristics associated with attendance and punctuality.
7. **Respect for Diversity:** Demonstrates competency by knowing and applying the principles of care for clients assisting in all behavioral health services for adults with serious mental illness and with severe and persistent mental illness.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the agency reserves the rights to modify, add or remove duties and assign other duties as necessary.

Your signature acknowledges that you have received and will review this job description with your supervisor.

Employee signature _____ Date _____