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## ASSOCIATE AND FULLY LICENSED CLINICIANS JOB DESCRIPTION

**Job Titles:** Licensed Clinical Addiction Specialist (LCAS)  
Licensed Professional Counselor (LPC)  
Licensed Clinical Social Worker (LCSW)

Associate Licensed Clinical Addiction Specialist (LCAS-A)  
Associate Licensed Professional Counselor (LPC-A)  
Associate Licensed Clinical Social Worker (LCSW-A)

### Job Summary:

All Clinicians will coordinate and monitor the array of services and supports identified in each service user's person-centered plan. These interventions are strength-based and focus on the promotion of recovery, symptom reduction, increased coping skills and the achievement of the highest level of social functioning.

### Essential Duties and Responsibilities:

- Provides service to SACOT and SAIOP Persons Served
- Conduct clinical assessments
- Conduct individual, family and group outpatient therapy sessions
- Provides group leadership to include education and skills-related groups
- Orient new Persons Served to Steppingstones, CRI
- Manages and monitors case load of active treatment Persons Served
- Monitors Persons Served progress, safety and medications
- Coordinates/conducts drug screens and Breathalyzer tests
- Develops person-centered plans for Persons Served
- Obtain intake consents during initial assessment
- Conducts referrals in a timely manner

### Oversee the discharge planning process:

- Facilitating relationships between Stepping stones, CRI, service user families/legal guardians and various social services and community resources, such as food stamps and housing assistance, healthcare, job training and placement and substance abuse support groups
- Provides group leadership to include education and skills-related groups
- Participates in clinical supervision
- Participates on mini/mega teams for case consultation
- Conducts weekly aftercare groups
- Conducts weekly family groups
- Documents all services provided on progress notes
- Completes and submits monthly reports
- Performs other clinical duties as needed in the program



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## **Job Requirements**

Our ideal Associate and Fully Licensed Clinicians are excellent communicators and listeners with strong therapeutic skills who works well as part of an interdisciplinary team and runs open and productive therapy sessions. Clinicians must excel at Behavioral Interviewing techniques to uncover Persons Served needs and be able to anticipate these needs.

### ***Additional requirements for the Associate and Fully Licensed Clinicians include:***

- Graduate degree in Social Work or a related field
- Valid licensure to provide mental/behavioral healthcare in the state of North Carolina
- Minimum 2 years-experience working with individuals with mental and/or substance abuse and/or behavioral health issues that includes writing person-centered plans, conducting effective group therapy and providing mental health/substance abuse diagnoses
- General working knowledge of the human services delivery system in North Carolina
- Valid driver's license, auto insurance and reliable transportation
- Ability to pass a drug screen and background check
- Meet the physical requirements of performing CPR and therapeutic holds
- Employee supervisory experience preferred
- Experience with Electronic Medical Records (EMR) preferred

### **Preferred Skills also include:**

#### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### **Reasoning Skills**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak effectively before groups of customers or employees of organization.

#### **Computer Skills**

This person should be proficient in using word processing software (MS Word) and spreadsheet software (MS Excel), internet and email applications.

#### **Other Skills and Requirements**

Strong written and verbal communication skills; Strong facilitation skills; Ability to work well with others; Ability to responsibly and confidentially handle sensitive employee information.



Stepping Stones Community Resources, Inc.  
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Certifications

CPR/First Aid

NCI

Blood-borne Pathogens

Additional and/or Program Specific Responsibilities:

SA Service Competencies.