



JOB DESCRIPTION

Psychologist - HSP

Reporting to: Practice Manager
EEO Category: Professionals
Created: 09/27/17

FLSA Classification: Exempt
PRO: Office Based Therapist
Modified Date: 12/27/17

POSITION SUMMARY

This position is responsible for direct client care, clinical supervision, authorization of treatment plans/care, training, and support of Master's and Bachelor's prepared behavioral health staff. The position will also work in conjunction with management in working towards Aspire's strategic priorities and excellence in health care.

Essential Responsibilities

Direct Clinical Services (40%)

- Provide clinical services (individual, group and/or family treatment), as appropriate to population served
- Assess, evaluate, and provide behavioral health treatment
- Responsible for Person-Centered Treatment Planning and updating services
- Responsible for providing individual, family and/or group services
- Diagnostic and psychological evaluations, as needed (when approved by Training Director)
- Educate client's, family members and community providers on mental health and addiction issues
- Utilization of telehealth technology in clinical situations (when applicable)

Clinical Supervision (30%)

- Treatment authorizations, discharge planning/summaries
- Provide clinical supervision/guidance to clinical teams through group supervision and individual review and feedback
- Provide consultation and education/training to staff in support of treatment initiatives and strategies
- Work collaboratively with management in identifying training needs, championing clinical initiatives, and providing feedback on quality of care provision

Relationship Development/Management (10%)

- Build and maintain caring and trusting relationships with clients, families, and team members
- Build and maintain a strong network of external relationships, which may include DCS, other mental health agencies, health providers, schools and community agencies, etc.
- Collaborate and effectively work with a multi-disciplinary team and all parties involved in working towards the client's identified goal(s)
- Communicate effectively and collaboratively with Aspire support departments (UM, AR, AP, HR, etc.)
- Collaborate and communicate as needed to maintain a strong referral network
- Demonstrate respect for client confidentiality practices as well as for the expertise of other team members
- Participate in performance management and coaching; respond appropriately to direction and constructive criticism from management
- Provide ongoing communication and feedback to assigned supervisor regarding position responsibilities

Reporting and Documentation (15%)

- Responsible for timely, thorough and accurate documentation and billing in the Electronic Health Record (EHR) according to Aspire policies and procedures
- Maintain complete supervision and training records and documentation
- Seek and document clinical supervision routinely on all individual cases
- Keep timely, thorough and accurate progress notes, document next steps, and update treatment plans accordingly
- Timely completion and maintenance of case and agency paperwork according to Aspire standards and as required by external agencies (C/ANSA, BPHC, payee, etc), as well as internal unit and organizational reports and documentation
- Timely completion of all required unit and/or organizational reports and/or documentation according to policies and procedures (e.g. PTO requests, expense sheets, training requests, TB documentation, car insurance, etc.)

Professional Development (5%)

- Complete and maintain compliance with required trainings and education required for the position
- Participate in appropriate team and/or administrative meetings, assigned committees, in services, and other continuing education/training
- Successfully acquire and maintain ANSA and/or CANS certification(s), per position requirements
- Maintain provider status on managed care provider panels
- Proactively create and execute a professional development plan to stay current within field
- Maintain CEU expectations for licensure

Core Competencies

- **People** – Passionately believes in people and embraces diversity
- **Integrity** – Does the right thing even when no one is looking
- **Laughter** – Believes that laughter is truly the best medicine
- **Learning** – Challenges old paradigms with critical thinking, curiosity and creativity
- **Accountability** – Sets an intentional culture of personal responsibility; believes everyone carries the load
- **Relationships** – Serves colleagues and consumers with love, empathy and compassion

Position-specific Competencies

- **Problem-solver** - Critical, creative thinker in solving problems and reaching goals with clients in a patient manner
- **Collaborative** - Work cooperatively with clients and family members (if applicable), as well as outside treatment agencies, to reach goals identified in client treatment plan
- **Detail-oriented** - Exercise organizational discipline in maintenance of accurate documentation systems and case management practices
- **Consistent** – Develops steady and trusting relationship with clients through dependable, non-judgmental approach to achieving goals
- **Effective communicator** – Use 2-way communication that demonstrates warmth, clarity, and professional consideration for consumer and staff beliefs, values and judgments

Critical Functional Skills & Knowledge

Education

- Doctoral degree in Psychology from a college/university accredited by the US Department of Education required

Experience

- Community Mental Health experience highly preferred
- Substance use evaluation experience preferred
- Knowledge of social service systems, community resources, legal systems, and child welfare systems highly preferred

License

- Must be recognized as a Licensed Psychologist by the State of Indiana with HSPP designation

Other

- Ability to meet or exceed metric standards that have been established for this organizational level or position within Aspire
- Strong ability to maintain strict confidentiality and handle highly confidential information with professionalism
- Demonstrate respect for client confidentiality practices
- Must be able to work independently as well as collaboratively within a team setting
- Must have excellent diagnostic and treatment planning skills
- Must be able to demonstrate the effective use of Aspire's Electronic Health Record (EHR)
- Knowledge and application of utilizing social service systems (Medicaid, Social Security, Corrections, etc.)
- Must possess the ability to learn and/or operate relevant computer operating system environments, and the ability to operate a variety of office equipment (fax machine, copier, scanner, computer, telephone system, etc.)
- Must be detail oriented, have excellent organizational skills and be flexible
- Ability to work well under pressure in a fast-paced, time sensitive environment with shifting priorities and multiple deadlines
- Show appreciation for and ability to respond to cultural differences, and adjust communication practices accordingly in order to minimize cross-cultural misunderstandings
- Consistent work attendance and compliance with scheduled work hours (excludes approved FMLA absences)
- Must comply with all Aspire policies and procedures, including Aspire Indiana's Corporate Compliance Program as it applies to individual job duties, the department, and the company
- Exercise due diligence to prevent, detect, and report unlawful and/or unethical conduct by fellow co-workers, professional affiliates and/or agents
- Display a positive work ethic
- Must have reliable transportation to travel to other sites for trainings and/or meetings
- Display a positive work ethic

Physical Demands & Working Conditions

The physical and working demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment, travel within the community, as needed
- Heavy exposure/use of computers, cell phones, office phones, etc.
- Daily, weekly, monthly and annual deadlines
- Ability to communicate effectively by phone or in person
- Specific vision abilities require close vision, distance vision, peripheral vision, depth perception and ability to adjust focus; must also have adequate vision to read correspondence(s), computer screen(s), form(s), etc.
- Ability to sit for prolonged periods throughout the work hours and also the ability to be physically mobile (bending, stooping, stretching, reaching, standing, walking), as needed
- Manual dexterity sufficient to operate keyboard, copier, telephone, calculator, and the ability to write and/or type
- Ability to lift files, open filing cabinets, climb to reach higher files, and lifting average-weight objects up to 25 lbs.
- Must be able to respond appropriately and effectively in crisis situations by using good judgment and following Aspire protocols

Background Checks

Employment is contingent on background checks as required by Aspire’s policies which may include: Drug Test, Criminal History, Driving History Record, Sex Offender Registry Search, State Central Registry Check, Employment Verification, Education Verification, and Professional References

Supervisory Responsibilities

This position has no administrative supervisory responsibilities, but provides clinical supervision and oversight to assigned staff

Work Hazard Category

Category II - Tasks that may involve exposure or potential exposure to blood, body fluids or tissues. Appropriate protective equipment will be readily available to every employee engaged in Category II tasks.

Employee Statement of Understanding

I have read and understand the job description for my position. I understand this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Employees will be required to follow any other job-related instructions and to perform any other job-related responsibilities requested by their supervisor. Duties, responsibilities and activities may change at any time with or without notice.

I am able to perform all of the essential functions of this position. I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I will strive to uphold the mission and vision of the organization. I am required to adhere to the values in all my interactions with customers and fellow employees.

As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my immediate supervisor.

Employee Signature

Date

Printed Name