

Job Description

Job Title:	Clinician
Position Type / Status :	Piece Work/ Part-Time
Hours:	Flexible Hours (<i>Day, Evening & Weekends</i>)
Location:	All
Reports To:	Clinical Program Manager

Advocate Program, Inc. Overview

Advocate Program, Inc. is a multi-faceted community agency whose missions is to facilitate social change and enhance public safety through leadership, research, education, supervision, and services, utilizing best and evidence-based practices.

The Advocate Program, Inc. is a private, not-for-profit, 501 c (3) justice agency that offers probation, diversion, community service, DUI and traffic programs, domestic violence programs, substance abuse and mental health evaluations and treatment to court-ordered individuals. It has expanded to work with juveniles and families in the juvenile justice field, families impacted by family conflict and violence, and homeless veterans and their families

Job Purpose:

To provide therapeutic services in accordance with the mission statement of the Advocate Program through either individual or group counseling that will assist the client in meeting goals and achieve positive outcomes from treatment.

Skills / Qualifications:

- Master's in Social Work, Marriage and Family Therapy or Mental health counseling.
- Must be licensed or license eligible in the state of Florida
- Must have excellent organizational skills
- Must have excellent verbal and communication skills
- Must have familiarity with issues concerning addiction, recovery, relapse prevention, co-occurring disorder, family dynamics and domestic violence.
- Must have familiarity with issues relating to criminogenic needs.
- Must be certified with the Change Companies to conduct manualized cognitive behavioral groups, if applicable to job duties.
- Must have knowledge of the implementation of therapeutic process groups relating to substance abuse, recovery and relapse prevention.

Responsibilities:

- Clinician will be responsible for conducting bio-psychosocial evaluations as scheduled.
- Clinician will be responsible for contacting the clients (if they are no show/late) placed on

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the evaluation schedule to ensure compliance with evaluation services

- Clinician will be responsible for contacting the assigned client within 24-36 hours after being placed in case load to schedule the designated services
- Clinician will be responsible for conducting individual, group and/or family sessions as assigned or stipulated by the contract documentation
- Clinician will be responsible for the timely and neat completion of paperwork in accordance with the current legal standards.
- Clinician will be responsible for the submission of reports, no shows, acceptance and termination notices according to contract timelines.
- Clinician will be responsible for the up-keep on all files assigned to their case load by ensuring proper and timely filing of all documentation and reports according to designated file map.
- Other miscellaneous duties as assigned by Clinical Supervisor

Other duties assigned by supervisor.

I acknowledge receipt of this job description, and understand I am responsible for understanding its contents, and to ask for clarification if I have any questions. I further understand this description is intended to describe the essential job functions and qualifications for this position. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. I also understand that no employee shall interact with clients on a personal, financial, business, social or sexual basis. Such activity may result in disciplinary action up to and including immediate termination of employment.

Employee Signature: _____

Print Name: _____

Date: _____