

## Scioto Paint Valley Mental Health Center Job Description

**Employee Name:**  
**Job Title:** CPST Provider/Outpatient Therapist  
**FLSA Status:** Exempt  
**Staff ID #:**  
**Position Code:** PC14  
**Site:** Pickaway County Clinic  
**Supervisor:** Clinic Director  
**2nd Level Supervisor:** Outpatient Services Coordinator

**SUMMARY:** Provides case management and Outpatient services in accordance with the Team Approach to clients in the Pickaway County Clinic by coordinating assessments needs, crisis assistance, providing training, facilitating linkage, monitoring overall service delivery and obtaining services necessary for meeting basic human needs

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Provides CPST services to clinic clients by monitoring and coordinating necessary evaluations, coordinating, participating and involving clients in developing ISP, assisting in crisis intervention, reviewing and monitoring services and activities, assisting clients to develop formal/informal community support, increasing social support of relatives and friends, and providing community outreach as appropriate. Provides diagnostic assessments and consultation and education services as pertains to Clinic program. Provides medication education to clients.

Interviews clients with problems such as personal and family adjustments, finances, employment, food, clothing, housing, and physical and mental impairments to determine nature and degree of problem. Providing services on Saturday mornings/early afternoons may be necessary on an as needed basis.

Gathers and documents information such as medical, psychological, and social factors contributing to client's situation and evaluates these and client's capacities.

Counsels client individually, in family, or in other small groups regarding plans for meeting needs, and aids client to mobilize inner capacities and environmental resources to improve social functioning.

Facilitates referral of clients to community resources and other organizations.

Compiles records and prepares reports as required or needed.

Completes and submits all required outcome surveys for all admitted consumers with 80% compliance rate.

Reviews service plan and performs follow-up to determine quantity and quality of service provided client and status of client's case.

Accesses and records client and community resource information.

Participates in supervisory process, staff meetings and case reviews.

Provide and/or participate in clinical training and staff development opportunities including CASE MANAGEMENT STANDARDS AND FUNCTIONS (psychiatric symptoms, emergency crisis services, benefits and entitlements, delivery of case management in the county, expected client outcomes, role and responsibility of case managers under Board/State Hospital Agreement, characteristics and descriptions of current populations of persons receiving services, direct communications with clients, families, significant others and natural support systems, clients rights and advocacy.) MED SOMATIC issues (recognition of side effects, adverse reactions and referral to providers qualified to provide this service). ORIENTATION TO MAJOR SERVICE SYSTEMS WITHIN THE COMMUNITY, CULTURALOGIC CHARACTERISTICS of those served within the Center's geographic service area and ongoing training regarding the TREATMENT, SUPPORT AN REHABILITATION OF SMD clients.

Assures that clients have access to the most effective, efficient and least restrictive/intrusive level of care (individual, group or family treatment).

Schedules initial diagnostic assessment appointments with client or managed care provider, and when required assures services have been authorized by managed care provider.

Develops treatment plan recommendations and secures client signature indicating client involvement.

Helps client to modify attitudes and patterns of behavior by increasing understanding of self, personal problems, and client's part in creating them.

Facilitates authorization for client services with managed care provider and documents clinical observations, diagnosis, treatment plan (ISP), collateral contacts and progress notes in compliance with Center and Managed Care Provider protocols, policy and procedures.

Changes method and degree of therapy when indicated and based upon client reactions.

Routinely discusses progress toward goals with client.

Consults and collaborates with psychiatrist, primary care physicians and other specialists in accordance with Center protocols concerning treatment plan and amends plan if necessary.

Assures licensure status is maintained and forwards all licensure notices, renewals and verifications to personnel.

Documents client activity and services in a clear and understandable fashion in compliance with Center policy and procedure.

Contributes to the building of a positive team spirit and identity which will enable case management and partial hospitalization workers to interact effectively with both their own clerical and clinical staff as well as with other Center clerical, clinical and administrative staff.

Participates in Crisis back-up rotation.

Participates in Quality Assurance subcommittee at the discretion of the Clinic Director.

Submits timecards and other documentation in accordance with Center policy, procedure and protocols.

**QUANTITY:** 1) Provides 1248 hours of billable services: 624 Individual Counseling and 624 CPST. 2) 90% compliance pre-audit compliance with documentation, and 100% post-audit compliance, 3) Attends all scheduled meetings.

**QUALITY:** 1) 90% resident satisfaction, 2) Efforts enhancing team cohesion, 3) Zero tolerance for risk incidents, 4) Participation in all scheduled meetings, 5) Actions leading to residents achieving desired client outcomes, 6) Documentation is complete, concise, understandable, and meets medical necessity guidelines; and 7.) Complete online trainings and education annually.

**PRODUCTIVITY:** 1) Provides 1248 hours of face to face billable services to at least 85 unduplicated clients, 2) Assists Clinic Director in developing linkages between the clinic and industry, medical community, schools, courts and other community based resources, 3) 90% compliance with pre-audit reviews and 100% compliance with post-audit reviews and documentation is completed accurately and in an understandable fashion in compliance with Center expectations, 4) 65% successful revenue collection; and 5.) Documentation is completed accurately, timely, and in an understandable fashion in compliance with Center policies and procedures.

**QUALITY:** 1) Adherence to clinical protocols, 2) Maintaining data least a 90% customer satisfaction rate, 3) Clinical documentation is accurate and understandable, 4) Zero tolerance for risk management incidents, 5) Managed Care authorizations are acquired in compliance with provider expectations so that support staff can facilitate timely and accurate billing, 6) Continuous improvement evidenced by keeping your skills abreast of our competitive environment; 7.) Assures that ODMH/CARF and any other reports are completed and submitted; 8.) Assist with the implementation of the electronic record keeping system; 9.) Documentation is complete, concise, accurate and demonstrates medical necessity; and 10.) Supports and protects the reputation of the Clinic and Center both internally and in the community.

**SUPERVISOR RESPONSIBILITIES:** You are responsible for keeping your supervisor informed about leave utilization, clinical problems, potential risk incidents, training needs, service complaints and problems.

**PERFORMANCE ELEMENTS:** 1) Job Knowledge, 2) Client Satisfaction, 3) **Teamwork\***, 4) Communications, 5) Dependability, 6) Problem-Solving, 7) Planning and Organization, 8) **Quality\***, 9) **Quantity\***, 10) Initiative, 11) Adaptability. **\*Major Elements**

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Degree in Social Work or Counseling from an accredited School; LSW or LPC with two years of experience preferred.

**LANGUAGE SKILLS:** Ability to explain diagnostic and treatment information in an appropriate fashion to colleagues, physicians, clients and managed care providers. Ability to read, analyze, and interpret common professional and technical journals, financial reports, outcome data and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to write clear and concise documentation that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or Boards of Directors.

**MATHEMATICAL SKILLS:** Ability to explain diagnostic and treatment information in an appropriate fashion to colleagues, physicians, clients and managed care providers. Ability to read, analyze, analyze, and interpret common professional and technical journals, financial reports outcome data and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write clear and concise documentation that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or Board's of Directors. To have both basic knowledge and use of Windows and Outlook computer programs.

**COMPUTER SKILLS:** Demonstrates experience using computer applications, including database, statistical, word processing, spreadsheets, electronic record and other presented software.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form. Ability to understand and utilize DSMIV and deal with several abstract and concrete variables.

**CREDENTIALS:** LSW or LPC. Must have valid Ohio driver's license.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee is required to travel to client's place of residence or facility and, when necessary or appropriate, facilitate transportation.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to vibration. The noise level in the work environment is usually moderate.

**BACKGROUND CHECK:** The selected candidate will be required to pass a criminal history background check and/or fingerprinting.

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CPST Provider/Outpatient Therapist

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Date

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Jana Harrington, LSW  
Clinic Director

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Date