

## COMMUNITY CONNECTIONS HEALTHCARE SERVICES

### **Job Description: Clinical Assessment Specialist**

Provide diagnostic and comprehensive clinical assessments an intensive clinical and functional face to face evaluation of a client's mental health, developmental disability, or substance abuse condition that results in the development of a diagnostic or clinical assessment report with a recommendation regarding whether the client meets target population criteria for services. It also evaluates the recipient's level of readiness and motivation to engage in treatment.

#### **RESPONSIBILITIES:**

- To provide assessment services to potential and current CCHS clients including the face to face interview.
- To conduct various Medicaid, Healthchoice or State funded approved and CCHS sanctioned forms of mental health evaluation for the purpose of diagnosis and service recommendation.
- To complete all supporting documentation required for the Comprehensive Clinical Assessment process and submit said documentation in conjunction with CCHS policy and procedures for the service.
- To develop the initial treatment plan based on the information obtained through the assessment interview.
- To complete billing forms on each client after each Comprehensive Clinical Assessment and submit for billing weekly.
- To present the diagnostic assessment to the Clinical Director for review and clinical staffing.
- To report any and all emergencies, concerns and problems to the Clinical Director and/or other CCHS official immediately.

#### **REQUIREMENTS:**

- Be available for the time required for the assessment interview as well as the documentation.
- Document direct service delivery and submit said documentation according to Medicaid and CCHS standards.

#### **QUALIFICATIONS:**

- A Master's degree in a mental health fiend (e.g.: Social Work, Psychology, Counseling)
- Full Licensure (LCSW, LPC, LCAS or Ph.D)