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KENNETH YOUNG CENTER  
HUMAN RESOURCES

POSITION DESCRIPTION & POSTING

**MISA SERVICES SPECIALIST  
(PT & FT Available)**

**Job Scope:** To offer mental health clients with substance use disorders the potential for a recovery-based lifestyle. Provide center-wide MISA assessment and group recovery services while actively participating as a member of the Adult Recovery Team. Service offerings include substance abuse assessment, illness education, resources/referrals to appropriate level of SA care and skill building focused on patterns of addictive use and behaviors, relapse prevention, and assisting clients to build and utilize healthy community based support systems.

**Essential Functions:** The work environment characteristics, responsibilities, and competencies described here are representative of those an employee encounters and is required to perform while meeting the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**I. Primary Responsibilities**

**A. Clinical Responsibilities**

1. Complete substance abuse assessments to determine the severity of use and level of care needed
2. Provide recovery based MISA group services to clients presenting with mental health and substance abuse diagnosis
3. Provide regular consultation to medical and clinical agency staff to assist with treatment planning and provision of services to clients demonstrating active or prior substance abuse behaviors
4. Provide direct service and care coordination for a case load of adult clients living with serious mental illnesses and substance use disorders
5. Lead/co-lead on-site groups targeting acquisition of skills that support and/or sustain client recovery
6. Actively participate in team consultation, operations and planning meetings
7. Promote family, partner or significant other participation in care whenever possible and clinically appropriate
8. Work cooperatively with other Center units to maintain smooth continuity of care when cases are shared across teams

**B. Administrative and Performance Requirements**

1. Meet with Supervisor for clinical and administrative supervision, to plan and develop MISA services and for performance evaluation
2. Meet or exceed productivity target estimated at 60–65% billable service depending on specialty area and number of group hours

3. Meet agency standards for timely billing by completing all direct service documentation within the week the service is provided
4. Complete required assessments, treatment plans, and other documentation in an accurate, compliant and timely manner
5. Interpret and communicate, at the service delivery level, Center policies and procedures
6. Submit, in a timely and accurate fashion, reports and data as required by the Center's policies and procedures

## **II. General Competencies**

- A. Promote positive image of KYC with all contacts (customers)
- B. Exhibit high quality work
- C. Be a productive member of the staff
- D. Demonstrate cooperation
- E. Take the initiative to act on own
- F. Use excellent judgment
- G. Communicate clearly
- H. Make use of supervision
- I. Contribute to development of a culture of care

## **III. Core Competencies**

- A. Ability to analyses and interpret clinical and SA information
- B. Ability to prepare written reports that will inform and guild care decisions for the MISA population
- C. Provide individual planning and orientation sessions and group counseling services for MISA clients
- D. Relationship building skills
- E. Practice Emotional Intelligence with clients and staff

## **IV. Special Competencies**

- A. Demonstrate knowledge of documentation standards and capacity to meet documentation expectations
- B. Demonstrate knowledge of Substance Abuse and MISA issues, differential treatment approaches and interventions
- C. Act as a resource/consultant to co-workers on Substance Abuse assessment, treatment approaches/interventions, and treatment issues.
- D. Ability to establish rapport, systematically gather data, determine the client's readiness for treatment and change
- E. Ability to screen for psychoactive substance toxicity, intoxication, and withdrawal symptoms, aggression or danger to others, potential for self-inflicted harm or suicide, and coexisting behavioral health problems.

## **V. Work Environment**

- A. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

- B. While conducting external KYC business or traveling between sites, the employee may be exposed to fumes or airborne particles as well as changing weather and road conditions.

**VI. Physical Demands**

- A. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.
- B. While performing the duties of this job, the employee is regularly required to talk or hear, use eyes to see and scan the environment
- C. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms; bend or stoop as necessary.
- D. Employee is occasionally required to carry, move, or transport health records or other objects weighing as much as 25lbs while conducting group and individual therapy sessions.

**VII. Travel**

- A. While performing the duties of this position, the employee travels by automobile and is exposed to changing weather and road conditions.
- B. The employee is required to travel by automobile between sites as often as weekly as well as occasional meetings/trainings in and around KYC's catchment area.

**VIII. Education and Experience**

- A. Master's Degree from an accredited College or University in Social Work, Psychology or closely related discipline
- B. CADC Certification
- C. 1-2 years of supervised experience in providing group and individual MISA services
- D. Must demonstrate knowledge in the areas of substance abuse assessment and evidenced-based services for the MISA client in group treatment

**IX. Chain of Authority**

- A. Reports to the Manager of Adult Behavioral Health and Recovery Services

**X. Schedule/Timekeeping**

- A. Part Time, Hourly, 15-25 hours/week or FT, salaried, 37.5 hour work week
- B. Timekeeping – Accurately record hours worked in the electronic timekeeping system (on a daily basis when possible) in accordance with the timekeeping policy and practice.