

# FOUR RIVERS BEHAVIORAL HEALTH

## Official Posting Notice

Effective [2/22/18] a FT vacancy for this position has been declared at the [Willow Group Home]. Any individual interested in this position should contact the FRBH Human Resource Department at 425 Broadway, Paducah, KY 42001; phone # (270) 444-3625.

**Job Title:** Clinical Associate

**Pay Grade:** 4

**Wage and Hour Status:** Non-Exempt

**Assigned to Scale:** 7/1/06

**Revised:** 8/16/07

## JOB DESCRIPTION

### I. Position Overview:

This position can be either part time or full time and does not necessarily have regular working hours. The person in this position may be expected to work days, evenings, nights, weekends, holidays, or other times as necessary to implement services and maintain adequate coverage for the safety and well being of the individuals participating in his/her assigned program. This position may be responsible for a variety of tasks that include, but are not limited to: assisting with client treatment, driving vehicles, minor clerical work, minor physical plant maintenance, and program management. This position reports ultimately to the Site Administrator for his/her assigned location, however will typically report to an appropriate designee of the Site Administrator (e.g. Associate Supervisor or Program Coordinator).

### II. Major Tasks / Responsibilities

#### A. Programmatic

1. Assists in planning program activities relevant to program assignment
2. Assists in identifying and securing resources needed to conduct the program assignment
3. Assists in maintaining an inventory of supplies necessary for the operation of the program assignment
4. Transports clients as needed
5. Facilitates meal-time activities and/or assist in meal preparation, when appropriate to assignment
6. Assists in the implementation of assigned program activities, including monitoring clients and their environment to assure the safety of staff and clients
7. Provides appropriate encouragement, support, and interactions for clients in the assigned program
8. Observes and communicates client behaviors and reactions to treatment interventions
9. Assists in handling maladaptive behavioral outbursts in a manner that is constructive and ensures minimal disruption within the assigned program setting
10. Conduct self-help, skills-building, and/or educational programming as directed and monitored by supervisors

#### B. Administrative Accountability

1. Assists with documentation of services and activities provided according to corporate policies, procedures and guidelines
2. Completes paperwork, time sheets, etc., in an accurate and timely manner
3. Attends and participates in program and clinical staff meetings as assigned

#### C. Miscellaneous

1. Meets productivity standards as assigned.
2. Attends periodic meetings and/or trainings as assigned
3. Performs other duties or responsibilities as needed or assigned.

**III. Minimum Qualifications**

- A. Must Possess a High School Diploma or GED, however Associate's or Bachelor's degree in a human service field is preferred
- B. Must have a valid driver's license and insurable driving record
- C. Experience working with challenging individuals preferred
- D. Must be cognizant of his/her function as a role model, have knowledge of social roles, and be appropriate in manner and appearance
- E. Must have good problem solving skills, demonstrate good judgment, and have the ability to act appropriately and judiciously in a crisis situation
- F. Must pass law enforcement and any other required background checks
- G. Must meet any program-specific health status requirements (e.g. negative for TB)

**Confirmation**

With my signature below I affirm that this job description was explained to me on the date indicated.

\_\_\_\_\_  
Candidate/Employee

\_\_\_\_\_  
Date of Explanation