

# The Bert Nash Community Mental Health Center, Inc. (BNC)

## POSITION DESCRIPTION

Employee's Name: \_\_\_\_\_

Job Title: WRAP Clinician

Position Status: Exempt/Salaried

Effective Date: \_\_\_\_\_

A. Responsibilities and Duties: the primary responsibility of the WRAP Clinician will be to provide prevention, education outreach and clinical activities to at-risk children attending Douglas County public schools and their families designed to enhance youth success in school. Specific duties include:

1. screening, referral and case management activities to help youth access relevant services;
2. providing high quality direct services, including crisis intervention, psychotherapy, assessment, support services, and follow up to at-risk children and juveniles and their families;
3. coordinating intervention strategies with school personnel, mental health center personnel and other community agencies;
4. coordinating ongoing tasks and maintaining compliance with funding agency requirements;
5. maintaining data and documentation to track outcome measures and assist in compiling outcome measure reports;
6. coordination and collaboration with other child serving systems including but not limited to juvenile justice systems, child welfare, and mental health;
7. supervising University of Kansas and Washburn University practicum students;
8. participating in public information and public relations activities, serve as a community liaison and advocate for mental health and the Bert Nash Center;
9. completing all paperwork associated with the financial, clinical, legal, or regulatory management of the case or BNC's operations in a timely and accurate manner;
10. assisting with the evolution of an effective, efficient preventative

- 11. program of services;  
11. additional responsibilities as circumstances warrant.

B. Accountability: the WRAP Clinician will be directly accountable to the WRAP Team Leader or his/her designee. The WRAP Leader or his/her designee will, no less than annually, complete a performance evaluation in compliance with personnel policies.

C. Qualifications: the WRAP Clinician position requires:

- 1. a master's degree in a Kansas licensable mental health discipline (ie: psychology, social work) and a Kansas license in one of these disciplines; experience working with children, adolescents and families preferred;
- 2. experience in cooperating with an interdisciplinary team;
- 3. experience in clinical interventions with children, adolescents and families, including crisis intervention;
- 4. experience in working with school personnel and in school settings;
- 5. prior computer experience and basic computer fluency;
- 6. an ability to work independently and in cooperation with others;
- 7. strong organizational skills;
- 8. strong oral and written communication skills in all circumstances;
- 9. strong interpersonal skills in working with diverse populations and agencies;
- 10. flexibility in assigned working hours;
- 11. a commitment to interdisciplinary and community mental health center approaches; and
- 12. an energetic and positive approach to the rapidly evolving changes and challenges of a complex work place.

Employee's Signature

Date

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Approved by:

Chief Operations Officer

Date

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