



CONTRACTOR TITLE	OUTPATIENT THERAPIST CONTRACTOR
LICENSING	<input type="checkbox"/> LICENSED <input type="checkbox"/> PROVISIONALLY LICENSED
CONTRACTED SERVICES	OUTPATIENT THERAPY
POSITION TYPE	CONTRACT
REPORTS TO	EXECUTIVE LEADERSHIP/PROGRAM DIRECTOR/CLINICAL DIRECTOR AND/OR MEDICAL DIRECTOR

CONTRACT DESCRIPTION

CONTRACT PURPOSE

The contractor must provide contracted outpatient therapy services inclusive and not limited to outpatient comprehensive clinical assessments, diagnostic assessments, and/or facilitate outpatient counseling services to children, youth, families, and/or adults. Licensed or Provisionally Licensed Professionals must be actively involved in service delivery and maintain a legitimate license to provide contract outpatient therapy services.

MAJOR DUTIES AND RESPONSIBILITIES:

Outpatient Therapist contractors may facilitate outpatient counseling services for consumers. All clinicians will use counseling skills and counseling techniques that:

- Are evidenced based and that respect the overall safety and well-being of the client;
- Have been fully explained with written consent;
- Avoid manipulation or exploitation of the consumer(s).

Additionally, all clinicians may be responsible for maintaining current authorization(s) for all services rendered and maintaining documentation of authorizations in the consumer’s medical record.

MAINTAINING PROFESSIONAL BOUNDARIES AND ETHICAL CONDUCT

All clinicians are required to follow the ethical codes of their specific license, as well as YES’s Code of Ethical Conduct. Ethical decision-making and consultation should regularly consider potential ethical dilemmas including:

- “Duty to Report” and “Duty to Warn”
- Informed Consent;
- Dual relationships and healthy boundaries
- Conflicts of interest
- Safety screening
- Unjustified gains and dynamics in therapeutic relationships
- Need for referral to other providers
- Practicing within professional scope and training.

COORDINATION WITH OTHER SERVICES

Often consumers may be involved in other formal treatment services such as case management and medication management, or more informal services. Clinicians providing outpatient services, with written consent, consult and coordinate with other mental health and medical providers to ensure continuity of care.

ACCOMMODATING CONSUMERS

Outpatient therapist contracts with YES to accommodate consumers by providing services at convenient times and locations for consumers. Clinicians will offer services during the day and in the evening as appropriate. Clinicians will consider transportation barriers when scheduling appointments and accommodate them when possible by providing services in the home, office, school and virtually (if/when clinically appropriate).

INFORMED CONSENT

All consumers receiving outpatient services have a right to be informed about the clinician’s professional and educational background and training. Consumers have a right to be informed about their rights, limits of confidentiality, and the right to another referral upon request. The clinician must work collaboratively with the consumer in mutual goal-setting in the development of an outpatient treatment plan. Importantly, consumers have a right to be fully informed of their diagnosis and treatment recommendations.



COORDINATING OTHER RECOMMENDED SERVICES

When a consumer does not participate in an enhanced service and does not have a "clinical home", the outpatient counseling clinician will be responsible for referring the consumer to other recommended services as detailed in the Clinical Assessment. Other services may include:

- Psychiatric or medication evaluation
- Medical treatment services
- Psychological testing
- Substance abuse assessment or services
- Neurological testing or services

When a consumer has a primary substance abuse diagnosis, the consumer should be referred to a licensed substance abuse professional.

MEDICAL NECESSITY

After an initial assessment is completed, the Medical Director will be responsible to review the medical necessity of outpatient treatment services by reviewing and signing the outpatient treatment plan or person-centered plan. The therapist will assist Medical Director and provide input if/when necessary.

CORE COMPETENCIES:

TECHNICAL KNOWLEDGE in the use of relevant counseling and psychotherapy techniques that apply to the services authorized. Understands and can articulate technical concepts and information that relate to the disorder(s) treated and the therapies used to provide treatment. Recognize signs and symptoms of mental health needs and co-occurring disorders related to the population served.

CULTURAL AWARENESS in the delivery of service to a diverse population. Understands and can articulate the psychological, sociological, and political aspects of providing MH/DD/SA services to diverse populations. Ability to communicate and provide competent and appropriate services to a diverse population.

ANALYTICAL SKILL in screening, assessing, and evaluating persons receiving services. Understanding psychological, physical, emotional, spiritual, cultural, and developmental issues, determines the accurate diagnosis and/or assessment, and interprets evaluative instruments correctly to accurately reflect the individual's strengths, preferences, and needs.

DECISION MAKING in the accurate appraisal of problems and conditions of a person being served in a variety of settings and systems. Ability to synthesize individual information from involved agencies or sources, and to formulate and implement an appropriate clinical course of action in collaboration with these agencies and sources. Ability to recognize a person's needs and to refer individuals to appropriate professionals and resources. Makes appropriate decisions and/or referrals promptly.

INTERPERSONAL SKILL ability to establish rapport, openness, and trust. Ability to interact effectively with individuals, families, and involved agencies to promote active treatment and relapse prevention.

COMMUNICATION SKILL ability to effectively formulate and articulate ideas in both verbal and written form. The ability to effectively interpret and convey verbal and non-verbal information through appropriate means for the individual and the population served.

CLINICAL SKILL ability to successfully assess, evaluate and provide individuals with the treatment and therapies appropriate to the person's identified needs and conditions.

AGENCY RESPONSIBILITIES include attendance at necessary meetings (including peer and clinical supervision, supervision meetings) and training to keep abreast of agency regulations and procedures, increase knowledge and skills in clinical areas, and provide needed agency services, documentation of clinical work with clients and maintenance of medical records per agency and Medicaid or insurance standards.

OTHER POSITION CHARACTERISTICS

- Accuracy of work by the individual in this position will have a tremendous impact on treatment outcomes for clients and parents/families. Exact accuracy concerning the management of emergencies and the diversion of inappropriate hospitalizations is required. Effective as well as the efficient direction of allocation of fiscal resources is mandatory in supporting and realizing the primary goals and objectives of children's services. This accuracy requires visual/perceptual, verbal, and written communication skills.
- Consequences are commensurate with the error, ranging from inconsequential to severe.



- Knowledge of YES best practices, guidelines and policies, confidentiality guidelines, professional standards for treatment, DSM V, and LME-MCO Program guidelines.
- Ongoing supervision meetings with the supervisor, staff meetings, and Child and Family Team meetings (if/when necessary and if indicated).
- Regular contact with YES staff (clinical and administrative) some contact with parents/guardians and extensive contact with staff from other community agencies, schools, and juvenile justice staff.
- Minimal physical effort should be required for the fulfillment of the requirements of this position.
- The tasks of this position generally will be performed in a community or office setting.
- Visual observation of staff's interactions with clients and peers is essential for training and ongoing evaluation purposes. Visual observation is also essential to the client's treatment and proper allocation of resources. Intense mental concentration is necessary for the following: managing a client through crisis, fulfilling medical record requirements and other essential paperwork, communicating with officials in the community, evaluating potential emergency placements, etc.
- All possible safety measures will be met to protect clients and other staff if the need should arise.

KNOWLEDGE, SKILLS, ABILITIES

This position requires a thorough knowledge of evidence-based therapy techniques; broad knowledge of principles of child development, positive behavioral supports and interventions, and life skills activities; in-depth knowledge about community mental health and related health systems; minimal competency with personal computing; and skills in the planning, development, and implementation of programming goals and objectives. Effective communication skills are essential.

MINIMAL QUALIFICATIONS

The clinician is an individual who holds a license or provisional license (i.e. LCAS, LCASA, LCSWA, LCSW, LCMHCA, LCMHC, LMFTA, LMFT, NP) with at least one year of experience providing outpatient services inclusive of and not limited to assessment services to children, youth, adults, and families or can be a Ph.D. or MD Level Clinician (within the scope of practice). This training and experience should fully prepare an individual for this work. There is no informal training and experience that could substitute for these qualifications. The individual must also have a valid North Carolina Driver's license, auto insurance, and a driving record that is acceptable to YES' insurance carrier. Also, the clinician should provide individual professional liability insurance of up to 3 million dollars.

WORKING CONDITIONS

A contractor may be required to work within the facility, outside the facility, community, in schools, and/or within the consumer's own home. National, State, DMV, NC Healthcare Registry, and Office of the Inspector General (OIG) background checks are required.

HIRING/TERMINATION

Executive Management Team and/or assigned personnel may authorize the hiring and/or termination of this contract.

The contractor is required to fulfill all assignments, duties, and obligations of their contract until the final date of the contract, and failure to comply will warrant immediate dismissal, and the final invoice will be recalculated and paid at the federal minimum wage rate (\$7.25) for services rendered.

I, Employee/Volunteer/Contractor, have read the contract description entirely and fully understand the conditions set forth herein. I further understand that this contract description is not intended and should not be misconstrued to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this contract; but rather is intended to be an accurate reflection of the principal elements of the contract. It has been clearly explained to me that I will be additionally responsible for any other duties assigned to me by my immediate director or other managers and/or administrators with the authority to do so.

In accepting this contract with Yelverton's Enrichment Services, Inc. I am acknowledging and signifying that I can perform the essential functions as outlined in the above contract description with or without reasonable accommodation.

EMPLOYEE/VOLUNTEER/EMPLOYEE SIGNATURE

DATE

YES AUTHORIZED SIGNATURE

DATE