

Haven House Services Job Description

Title: Licensed Clinician	FLSA Status: Exempt	Employment Status: Full-time
Reports To: Clinical Director	Department: Juvenile Assessment	Last Evaluated: 1/8/26
Location: Main office	Supervisory Responsibilities: None	
Summary Responsible for the delivery of clinical interventions and clinical assessments to youth and families.		
Specific position duties and responsibilities: • Conduct screenings, clinical assessments, and addendums at times that are convenient for families (including non-traditional work hours) • Apply knowledge of mental health standards of practice and knowledge of psychiatric disorders as outlined in the latest Diagnostic and Statistical Manual (DSM) applicable. • Makes recommendations for services in accordance with the presenting needs of youth and with knowledge of recognized best practices • Work closely with referred youth, families, and all relevant stakeholders to coordinate efforts that support the delivery of clinical interventions, and completion of clinical assessments • • Provides back up support to Detention Center Licensed Clinician, completing clinical assessments and brief therapeutic interventions, when needed within the Detention Center • Serves as a positive role model for youth and families, maintaining a strengths-based approach to youth work • Work with university-based interns, providing clinical support and facilitating learning opportunities • Keeps accurate documentation of all clinical and supportive tasks, to include meeting all internal and regulatory guidelines related to record management • Enters/tracks required data and provides support to the Director in data management efforts • Collaborates with accounting staff in all matters that will facilitate the billing process for billable services • Participates in Wake County’s Juvenile Justice Behavioral Health Partnership, attending monthly meetings and providing ongoing support and consultation to the MH/SA provider network serving youth in the juvenile justice system • Provide support and consultation to juvenile court counselors and detention center staff regarding court involved youth presenting with MH/SA needs; attends court counselor meetings • Maintain appropriate contacts with regulatory agencies and community referral sources; informs stakeholders of progress made from point of referral to point of discharge and leads collaboration efforts to problem solve barriers to accessing program services • Participates in all agency training, program training, supervision, and consultation activities		
General agency duties and responsibilities: • Completes all required trainings • Participates in agency outreach and fundraising events • Demonstrates a willingness to assist in other agency programs as needed • Acts as a custodian and demonstrates responsible and ethical use of agency property and facilities • Displays sensitivity to the service population’s cultural and socioeconomic characteristics • Strives to embody the agency’s Code of Ethics while working towards the agency’s Mission • Learns and demonstrates Agency-wide Competencies including the areas of consumer and community relationships, continuous individual and agency-wide improvement, vision and purpose, respect and teamwork and positive leadership • Learns, develops, and models Positive Youth Development core competencies resulting in capacity to contribute to the mission of Haven House Services and be a resource to our youth and families, other partner organizations, and our community • Other duties as assigned		

Minimum qualifications:

- Master's degree in clinical field from an accredited institution
- Licensed or provisionally licensed clinicians (LCSW, LCMHC, LCAS, LMFT) in the state of North Carolina, with a minimum of two years of experience with adolescent substance use and mental health treatment
- Credentialed or eligible for credentialing with Medicaid plans in Wake County
- Bilingual English/Spanish language a plus.

Knowledge, skills and abilities:

- Must demonstrate strong clinical and assessment skills.
- Strong preference for knowledge of the NC Juvenile Court System, Child Welfare system, and local community resources
- Experience with client documentation and file management
- Strong written and verbal communication skills

Other requirements:

- Valid North Carolina Driver's License and satisfactory driving record
- Personal vehicle for use in conducting home visits and/or transporting clients in the event agency vehicles aren't available
- Proof of current/valid car insurance
- Acceptable background report
- Negative drug screen results

Work environment:

- Flexible schedule to include evening and weekend hours
- Culture of care and wellness in the office
- Potential exposure to bloodborne and/or airborne pathogens

Employee printed name: _____

Employee signature/date: _____

Supervisor printed name/date: _____

Supervisor signature/date: _____