BACKGROUND:

Interim House Inc., (IHI) a subsidiary of Public Health Management Corporation (PHMC), is an award winning comprehensive, trauma informed and holistic substance use program located in West Mt. Airy section of Philadelphia. IHI provides a continuum of care consisting of five (5) levels: short and long-term residential treatment, halfway house programming and Intensive Outpatient and Outpatient services.

Over the last several years, an increasing number of women are entering residential treatment with increased mental health needs that require more individualized clinical support. The extent trauma and abuse are reflective of histories of suicide attempts, psychiatric hospitalizations, failed treatment episodes, prior incarcerations and periods of living on the street.

In response to the above issues, IHI received specialized funding from the vanAmeringen Foundation to implement an innovative treatment model called *Focalized Treatment*. This “treatment track” is being created to serve this population. Since this is an innovative program, IHI is seeking a candidate who has the passion, commitment, initiative and skillsets needed to work with various behavioral health challenges that have impeded their ability to attain and/or sustain recovery.

JOB DESCRIPTION:

The purpose of the Focalized Treatment Program (FTP), designed specifically for women with mental health and substance use disorders, is to provide specialized services and case management, daily individual sessions and specialized therapeutic groups in order to effectively meet the complex needs of these women. The 1:4 therapist to client caseload ratio will allow time for more individual / specialized counseling and case management sessions with the goal of improving mental health functioning and stability along with substance use treatment.
The clinician will have knowledge of chemical dependency, the impact that trauma and the recovery process with particular awareness of the needs of women from diverse cultures. They will have experience / familiarity in evidence based treatment some experience with mindfulness meditation practices and feminist theory. This person will received hands on training by IHI’s clinical director and clinical consultant, whom has expertise in various evidence-based treatment modalities.

**General Responsibilities:**

**Direct Service:**
- Carry a small caseload of up to 4 participants
- Provide individual and group therapy sessions
- Provide DBT psycho-educational skills training groups 2 times per week – training will be provided
- In collaboration with program participants, discuss, review and create Initial Recovery Plan within three (3) days of intake
- Complete Parts 2 & 3 of Bio-Psychosocial within 30 days of admission
- Complete Master Comprehensive Recovery Plan within 30 days of admission.
- Ensure each Recovery Plan is updated every 30 days, in collaboration with program participant and obtain all required signatures including the psychiatrist.
- Case manage each FTP participant to make sure that participant’s family/custody and legal issues are being addressed and PO’s are being updated at least monthly and that participant is in compliance with legal mandates.

**Funding & Authorization Duties:**
- Adhere to all funding protocols, including completion of the PCPC/ASAM and continued stay reviews and ensure all clients are authorized and funded for services
- Follow up on any funding issues that arise to make sure funding is received for services.
- Document and update funding report to admissions coordinator every week at case review

**Reports, Documentation and Administrative Duties:**
- Enter all individual and group notes into the PHMC Client Registry within 7 business days
- Document participant’s treatment on MAT’s, noting any symptoms or cravings
- Adhere to all credentialing and licensing regulations
- Ensure program participant charts are maintained and that a continuous record of all contacts, events, and progress toward accomplishment of goals as stated in the treatment plan.
- Complete Discharge Summary, Note and PCPC within one week of program participant’s termination of treatment.
- Provide assessment on all clients AWOL’s / AMA’s and discuss with supervisor
- Provide referrals for support services when requested.
- Enhance, update and remain current with educational advances within the discipline and field by attending at least 25 hours of in-service or educational experience. Maintain file of all trainings certificates and training documentation forms for licensing purposes.
- Ensure participation in mandatory HIV/AIDS (6 hours) and TB/STD (4 hours)
trainings within one year of hire

- Attend staff meetings, and other meetings as scheduled
- Alert Supervisor and/or Program Director of any “need to know” concerns regarding clients that might jeopardize the safety of the program, client or other clients.
- Lead check in, Community Meeting or Case review if Clinical Director not available
- Adhere to all program policies and procedures
- Record Progress Notes in the Data/Assessment/Plan (DAP) format.
- Attend weekly case review meetings and consultations with the psychiatrist
- Complete and send all required monthly reports to Project Dawn Court, FIR, Family Court, etc. within time frames provided by each Provider.
- Complete Case Consult sheet every 90 days participant is in treatment or as needed if team meets with participant
- Attend clinical supervision at least once every other week.
- Make sure participant needs are met by coordinating with visitors, drop-offs and sponsors and communicating to program staff.
- Participate in on-call rotation with clinical team
- Other duties assigned by Supervisor or Program Director.

SKILLS:

- Experience in working with individuals diagnosed with substance use, psychiatric disorders and trauma
- Knowledge of chemical dependency and the recovery process with particular awareness of the needs of women from diverse cultures
- Ability to implement / be trained in -- evidence based therapeutic technique essential to assisting women in the process of recovery.
- Competence in individual and group therapy with an emphasis on feminist theory

EDUCATION REQUIREMENT:

- Master’s Degree in social work, counseling or a related, LCSW or LSW license required
- At least 3 years of clinical experience and some experience working with chemical dependency

DAYS AND HOURS:
MONDAY TO FRIDAY, 8:30AM TO 5PM

SALARY:
Competitive

CONTACT INFORMATION:
Forward Resume to: Kathy Wellbank, Director, Interim House, Inc. 333 W. Upsal Street, Philadelphia, PA 19119 or kwellbank@phmc.org