



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 4216

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**ADVANCED CLINICAL SPECIALIST**

GRADE N

**SCOPE OF WORK:**

Work involves providing direct clinical mental health services to a varied, complex caseload at the advanced professional license level. Positions in this classification possess and utilize the credentials necessary to have billable status that allows the agency to obtain reimbursement from commercial insurance and other third-party reimbursement funding sources. These positions function with considerable clinical autonomy under minimal supervision.

**DUTIES PERFORMED:**

- Conduct intake: interview clients to collect information necessary to evaluate the need for services; complete clinical assessment.
- Analyze information obtained through records, testing, consultative reports, and related professional sources to appraise interests, aptitudes, abilities, and related characteristics; establish diagnosis.
- Develop, implement, and maintain treatment and rehabilitative plans for each client.
- Provide direct case management, counseling, or psychotherapy services to individual, family, and group clients.
- Observe and monitor client behavior to determine effectiveness of counseling techniques; assess treatment and rehabilitation plan progress.
- Prepare and maintain clinical case records.
- Provide education, training, evaluation, and consultation to families, agency staff, community groups, other agencies, and interns.
- Provide clinical oversight/supervision to other staff and interns.
- Provide crisis intervention services by phone or face-to-face assessments.
- Provide emergency services as a Qualified Mental Health Professional in involuntary hospitalization situations.
- Serve as an expert witness in legal proceedings.
- Serve on teams, committees, and task forces as related to job functions or as appointed by agency director.
- Represent the agency at local, regional, and state meetings.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a master's degree in social work, counseling, or any other master's degree approved by the North Dakota Board of Counseling Examiners, and licensure as a LICSW (Licensed Independent Clinical Social Worker) or LPCC (Licensed Professional Clinical Counselor); OR a Doctorate in Psychology and licensure as a Psychologist by the ND Board of Psychologist Examiners.

Eff. Date: 11/02

Rev: 1/10 – Revised minimum qualifications

Rev: 7/12 – Conversion to Hay System