



## CLINICAL MONITORING ANALYST

### DEFINITION

Under general supervision, the Clinical Monitoring Analyst provides rehabilitation and monitoring services to members and former members of the State Bar, and candidates for admission to the practice of law, who are impaired by abuse of alcohol, drugs, or by mental illness. The rehabilitation services are part of the State Bar Lawyer's Assistance Program (LAP), which include case management; clinical evaluations of participants; monitoring compliance with program guidelines and participation agreements and individual progress and recovery; and ongoing clinical risk assessment.

### DISTINGUISHING CHARACTERISTICS

The Clinical Monitoring Analyst is characterized by the responsibility for providing professional expertise related to substance abuse and/or mental health rehabilitation. Within agency guidelines and professional standards, incumbents function with minimal oversight in formulating a diagnosis concerning the nature of the substance abuse or mental problem, in developing an effective treatment program, and in monitoring participant progress.

### EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Conducts initial and ongoing participant assessments using validated assessments.
- Evaluates assessment and client interview results in order to develop a treatment plan.
- Provides ongoing case management to participants including professional recommendations and referrals for services and monitoring compliance and progress in referred services.
- Maintains ongoing contact and consultation with participants and treatment providers.
- Reviews lab results, treatment records, reviews and analyzes group attendance, recovery needs, relapses, therapy reports, and psychiatry reports.
- Prepares various reports including evaluation plans, participation reports, case management activity reports, closed case forms, immediate noncompliance reports, probation reports, termination reviews, verification letters, and time tracking forms.
- Serves as a liaison to LAP management and other State Bar departments, Group Facilitators, Medical Consultants, community substance abuse experts, and workplace internal and external stakeholders including internal and external Committees and treatment providers.
- Prepares and presents formal presentations to Committees, the Board of Trustees, and/or the State Bar Court as appropriate.
- Conducts scheduled and unscheduled interviews with program participants, participant supervisors as appropriate, and treatment providers in order to monitor participant progress. Inputs participant information into the case management system.
- Makes outreach presentations regarding LAP to law students, attorneys and others as appropriate.
- Develops knowledge of LAP-related resources throughout the state and develops effective working relationships with the resource agencies.
- Maintains strict confidentiality of participant and case related information.

- May serve as advisor between participant and family, linking them to other community resources to assist individuals in maximizing their self-sufficiency and independence within the limits of their condition as appropriate.
- May perform detailed moral character evaluations of program participants or flagged State Bar applicants due to record of substance abuse, mental health disorders, or academic issues on a case-by-case basis.
- Performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Principles in the development and management of substance abuse and mental health treatment, diversion programs and diversion case management.
- Coordination and operation of programs.
- Problem identification, analysis and evaluation.
- Problem solving and conflict resolution methods and techniques.
- Principles of effective writing and verbal presentation.
- Computer information systems, including personal computer applications, word processing and spreadsheet programs.
- Computerized information and database recordkeeping systems.

### **Ability to:**

- Apply the policies and practices of a department.
- Exercise sound and individual professional judgment.
- Demonstrate and advocate a high degree of moral character and integrity.
- Make verbal presentations to large audiences.
- Operate modern office equipment including computer hardware, software, and internet and web-based applications.
- Compile data and prepare narrative and statistical reports.
- Assemble data and prepare required reports.
- Appropriately respond to requests and inquiries from the public, State Bar members, or other departments.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective interpersonal relationships at all organizational levels as well as with the public.
- Maintain the confidentiality of information.
- Travel by air and automobile as needed for job-related assignments.

### **Minimum Qualifications:**

#### **Education:**

- Possession of a Master's degree in Behavioral Science, Mental Health or closely related field with an emphasis in Counseling or Addiction Counseling.

#### **Experience:**

- Two (2) years of progressively responsible experience in providing rehabilitation and monitoring services, preferably in a substance abuse program.

#### **License, Certificate, Registration Requirements:**

- A valid California Class C Driver License or the ability to utilize an alternative method of transportation to carry out job-related essential functions is required.

- Possession of a license that would enable the incumbent to diagnose a mental health or substance abuse problem, such as:
  - a. Licensed Clinical Social Worker
  - b. Licensed Marriage and Family Therapist
  - c. Licensed Professional Clinical Counselor
  - d. Licensed Psychologist