**Mental Health Therapist**

*Updated July 11th, 2022*

**Reports to** Director of Therapy Services

**Supervises**

**Employment Status**  Full Time- year round

**Job Summary**

**Essential Job Functions**

**Outpatient Therapist**

• Provide services and conduct self in a manner consistent with the profession Code of Ethics.

• Assess or provide therapy, intervention and/or education to clients in a professional manner.

• Conduct diagnostic assessments, treatment plans and care coordination.

• Provide therapeutic services to clients across the lifespan from children to adults (includes individual, and family.)

• Provide clinically appropriate treatment based on mental health assessment and treatment plans.

• Provide care coordination for clients and their families that includes working with external agencies to support client and provide referrals to resources.

• Develop professional relationships and maintain a practical understanding of available community resources.

• Knowledge and/or experience with electronic health record.

• Complete timely and accurate documentation.

• Maintain billable case load requirements.

• Maintain confidentiality of records in accordance with current HIPAA standards.

• Fully participate in staff development opportunities offered to enhance professional growth, especially to maintain license, certification, or identified program performance skills.

• Participate in planned supervision and case consultation conferences. Come prepared with an agenda and keep supervisor informed.

• Perform other responsibilities requested or approved by supervisor.

**Duties and Responsibilities**

* Work with a team on developing, re-examining, revising and implementing integrated projects.
* Provide an inviting, exciting, innovative, and challenging environment.
* Must have a strong working knowledge of psychopathology; diagnostic assessment; dual diagnosis or co-occurring disorders and related treatment interventions.
* Participate in staff development programs.
* Provide case management through appropriate triaging and referrals, reporting to other providers, telephone contact with patients and their families, and contact with outside agencies.
* Collaborate with all staff to continue the atmosphere of mutual support and positivity.
* Must demonstrate leadership ability and knowledge of program goals.
* Work together with the Bridge the Gap Summer Camp.
* Submit insightful documentation daily that is precise and free from grammatical errors.
* Follow supervision requirements.
* Assures all needed releases/consents are obtained from patient and/or family.
* Case notes are to be completed with in 24 hours of a session.
* Work together with administrative staff to follow up with family on all missed sessions.
* Collaborate with marketing to create awareness about our clinical services.
* Work together with Director of Therapy Services to meet financial projections and goals.

**Minimum Requirements, Credentials, and Experience**

* Licensed Professional Clinical Counselor or will be licensed mental health professional within 3 months of hire.
* Experience working with ages 5-50 years old.
* Flexibility in working with non-profit clinical organization and educational structure.
* Interest and expertise in working with clients with autism spectrum disorder and/or related learning differences.
* Effective collaboration with families, clients, and supports staff.
* Ability to work effectively as a team member.
* Successfully pass criminal background check.
* Effective oral and written communication.
* Experience with administrative tasks and development of clinical settings (including researching and meeting insurance requirements, session notes, treatment plans, supervision, treatment authorizations, staff/client ratios, etc.) preferred.

**Additional Working Conditions¸ Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is required to sit and talk or hear. The employee is required to stand, walk, stoop, kneel, crouch, climb stairs, or crawl. The employee must occasionally lift and/or move up to 40 pounds. The employee must be able to push items of 40 lbs. such as children on a bike or moving/rearranging furniture. The employee must support students during transfer. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**Additional Working Conditions¸ Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

The employee will work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, status with regard to public assistance, membership or activity in a local commission, disability, sex, and/or age.

The employee is continuously responsible for the safety, well-being, and work output of students. There may be:

1. Occasional exposure to blood, bodily fluids, tissue and noxious odors.

2. Occasional exposure to unruly students/adults.

3. Occasional operation of a vehicle in inclement weather.

**Professionalism**

* Develops and maintains productive, positive working relationships with FRANKLIN CENTER clients, families, staff and volunteers.
* Performs all functions professionally, treating all clients and families, staff and volunteers with respect.
* Maintains a level of flexibility with all staff, offering assistance to others as appropriate.
* Maintains a good attendance record; is prompt and punctual to the worksite; Gives adequate notice of absence.
* Performs all duties in accordance with the FRANKLIN CENTER Employee Handbook.
* Shows initiative (self-motivated)
* Perform all task and responsibilities as assigned and according to due dates.
* Shows enthusiasm
* Shows sensitivity to individual diversity and needs of students and families
* Carries out responsibilities in a manner consistent with the requirements of law, rules, regulations and school policies and procedures
* Displays neatness and appropriateness of dress
* Uses effective problem solving and conflict management techniques
* Maintains data privacy and confidentiality
* Uses proper channels in communication with parents
* Offers suggestions for the improvement of the program and system
* Maintains a professional attitude and loyalty to the school
* Attends all staff meetings
* To perform other duties as assigned by the Director of Therapy Services

**Evaluation**

Performance of this job will be evaluated in accordance with the provisions of the Board’s policy.

**Disclaimer**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*