

JOB DESCRIPTION

Title: Therapist	Division/Department: Out-Patient MH
Department: Outpatient Mental Health	FLSA Status: Exempt
Reports To: Clinical Director	Employment Status: FT

SUMMARY

The outpatient therapist position is to promote the positive and stable mental health of clients through a program of individualized care from initial diagnosis through treatment and follow-up services. The therapist will utilize Evidence Based Practices in working with a variety of clients including children, adolescents, adults, families, and couples. The therapist will conduct domestic violence assessments and facilitate weekly men's domestic violence groups.

PRIMARY RESPONSIBILITIES

- 1. Conducts initial evaluation/intake or referrals to assess and review presenting problems and current level of functioning.**
 - a. Reviews referral information that is available for each case.
 - b. Meets with clients face to face to assess and diagnose problems.
 - c. Conducts domestic violence assessments.
 - d. Determines whether mental health care for each client is routine, urgent, or emergent.
 - e. Discusses options with client regarding mental health programming.
 - f. Ensures that proper releases of information are signed by the client.
 - g. Consults with the referral source about the client, if necessary, and if the client has signed a release of information.
 - h. Decides if referrals are to be recommended, along with other programming, and makes the referrals with the client's permission.
- 2. Prepares an individualized program of therapy for the clients.**
 - a. Develops an Individual Treatment Plan (ITP) for each client that is participating in the therapy process.
 - b. Ensures that client has agreed with the ITP and has also signed their name to the goals accordingly.
 - c. Maintains contact with other providers that are working with the same client.
 - d. Reviews goals and other plans for client as needed, but at least every 90 days.
- 3. Provides therapy to clients through a variety of modalities.**
 - a. Familiarizes self with various programs available for clients locally and regionally.
 - b. Provides on-going therapeutic programming with modalities that follow HRC standards.

- c. Assists clients who may need other outreach programs.
 - d. Provides clients with options for psychiatric consultation and medication management, when necessary.
 - e. Facilitates weekly men's domestic violence groups.
- 4. Maintains EMR records, files, and other paperwork in compliance with HRC Rule 29 policies.**
- a. Documents daily contacts with clients and enters the information into EMR.
 - b. Completes all pertinent client information such as intake summaries, ITP, testing information, correspondence with other sources, closure notes, psychological evaluations, etc. in the client's EMR.
 - c. Maintains compliance with SCHRC and HIPAA regulations regarding confidentiality of data and records.
 - d. Completes all documentation in a timely fashion.
- 5. Provides consultation and recommendations to other HRC staff members and other agencies.**
- a. Participates in staff meetings on a regular basis, bringing at least one case for consultation to each meeting.
 - b. Provides consultation and recommendations to community agencies and referral agencies.
 - c. Remains in contact with referral sources, providing follow-up information regarding each case.
 - d. Completes mandated reporting of child abuse and vulnerable adult abuse verbally and in writing to county human service agencies.
- 6. Deals with client emergency situations during work hours.**
- a. Accepts emergency appointments during regular work hours as needed.
 - b. Consults with others for urgent and emergency cases as needed.
- 7. Conducts psychological tests as a diagnostic tool in determining treatment programming, as needed.**
- a. Conducts psychological tests as license and training allows.
 - b. Recommends psychological testing for clients, as needed.
 - c. Makes referrals for testing, if the competencies of the therapist do not allow administration and interpretation of same.
 - d. Develops an understanding of psychological testing procedures and the usefulness in using it for diagnostics and therapy.
- 8. Completes assessments/evaluations requested by referral agencies.**
- a. Accepts cases in therapist's area of specialty and expertise from referral sources.
 - b. Completes psychological evaluation or specialty assessment and sends out to the referral source.
 - c. Makes appropriate service recommendations.

SECONDARY RESPONSIBILITIES

1. Performs miscellaneous projects and completes various tasks as requested by management.
2. Participates on various committees when deemed appropriate by the clinical supervisor.
3. Assists in public relations for SCHRC in many ways while dealing with others in the community.

JOB SPECIFICATIONS

Education, Experience and Credentials

- Experience in clinical psychology, clinical social work, marriage and family therapy, or a closely related mental health field with a minimum of a Master's Degree.
- Licensure as a Mental Health Professional in the state of Minnesota with the Board of Psychology, Board of Social Work, Board of Marriage and Family Therapy, Board of Behavioral Health and Therapy, or working toward licensure in one of the state boards, and under the direct supervision of a Board member of that same Board.

Level of Access for Electronic Protected Health Information

- Clinical staff

Knowledge, Skills and Abilities

1. Excellent interpersonal communication skills; deals effectively with a variety of people and personalities; communicates clearly and effectively both orally and in writing.
2. Fluency in English and another language is a preferred qualification but not required.
3. Able to work independently, showing initiative and willingness to take charge of a situation.
4. Works as an effective and proactive team player.
5. Skilled in identifying and assessing a wide range of clients' needs.
6. Knowledgeable about local and regional community resources and how to access them.
7. Applies effective time management skills in order to meet all deadlines.
8. Demonstrates thoroughness and organizational skills in the workplace.
9. Shows proper etiquette when dealing with clients and other sources.
10. Knowledge of psychotherapy principles and practices.

11. Ability to diagnose problems of individuals relating to mental health.
12. Provides or prescribes psychotherapy to stabilize a client's condition.
13. Understanding of testing procedures used to diagnose mental health problems.
14. Ability to formulate and recommend treatment plans for individuals or families.
15. Respect's other professionals, and other methods of therapeutic intervention.
16. Understands billing procedures and prior authorization processes for collecting reimbursement from appropriate resources.
17. Willingness to respond to urgent and emergent situations with clients.
18. Displays flexibility to meet the Center's and client's needs in an environment with interruptions.
19. Understands the confidential nature of organizational information and maintains confidences.
20. Experience in the use of some office equipment such as copy machine, fax machine, postage machine, programmable telephone system, EMR system, etc.
21. Familiarity with standard computer functions, including keyboarding, and applications including e-mail.

PHYSICAL REQUIREMENTS

Incumbent, with or without a reasonable accommodation, must be able to effectively:

- Communicate and exchange information by telephone and in person with individuals inside and out of the facility.
- Must be able to remain in a stationary position for extended periods of time.
- Constantly operate a computer, calculator, copy machine and other productivity machinery including printers and postage machine.
- Ability to detect, determine, perceive, identify, recognize, observe, estimate and assess schedules and information.
- Must be able to move around the office area repeatedly throughout the day.

TOOLS AND EQUIPMENT USED

Incumbent must be able to:

- Use office equipment including postage machine, fax machine, computer, telephone system, EMR system, copier, dictation equipment, etc.

- Display a valid driver's license for the state of Minnesota and have an operating vehicle (Preferred).

WORK ENVIRONMENT

The employee must be able to tolerate and adapt to a daily schedule that is subject to change due to emergent and urgent client needs, rescheduled or cancelled appointments, and clients that do not show for appointments. Most of the duties are performed in the office setting.

Employee Signature

Date

Supervisor Signature

Date