

Employee Name: _____ (please print)

Sieda Community Action
JOB DESCRIPTION

JOB TITLE: Mental Health Therapist I

UNIT: Behavioral Health and Treatment Services

REPORTS TO: Clinical Supervisor

FLSA STATUS: non-exempt

SUMMARY: Working under general supervision of Clinical Supervisor, is responsible for providing individual, couples, family, and group therapy and counseling, case management, assessment, evaluations, comprehensive treatment plan development, and discharge planning for persons served and their concerned others. The duties of the Mental Health Therapist will include ongoing maintenance of persons served file documentation, written and verbal communications with internal and external sources and building relationships with external referral sources.

DUTIES: (Essential Functions)

- Performs complex varied duties requiring advanced skills including: individual, couples, family, and group therapy and counseling with limited supervision.
- Performs mental health assessments, diagnosis, and on-going individual, couples, family and group therapy
- Performs substance abuse evaluations and counseling to groups and individuals
- Meet all established Unit clinical benchmarks within appropriate time frame.
- Serve as on-call counselor during assigned period.
- Monitor persons served abstinence through collection of urine samples for drug testing purposes within all safety and compliance regulations.
- Prepare necessary written reports as required by program and agency policies.
- Assist Clinical Supervisor, as assigned, with providing consultation to staff regarding co-occurring disorders.
- Perform other specific duties as required in operation unit programs or services as assigned by Clinical Supervisor.
- Use DSM and clinical judgment, assesses symptoms and identifies diagnoses.
- Respects and protects confidentiality of persons served and staff (both current and past) at all times.
- Demonstrates professional behavior within job responsibilities, including work ethics, communication, team-building skills, positive attitude, conflict resolution and problem solving skills.
- Treats all individuals in a courteous, non-judgmental, reasonable and confidential manner.
- Functions as a team member.
- Maintains communication with external referral and collateral sources on a frequent basis.
- Represent the program with external agencies or organizations as assigned by Clinical Supervisor.
- Perform therapy at the Fairfield School District.

INDEPENDENT ACTION:

- Receives minimal supervision regarding task guidelines and completion

DECISION-MAKING AUTHORITY

- Broad independent decision-making authority.

ADDITIONAL TRAINING:

- Obtain professional license that requires ongoing CEUs, either a LMSW or temporary LMHC in the state of Iowa
- Travel is required both in and outside the service area. Proof of auto insurance and valid driving license is required if employee claims travel reimbursement.
- This position is considered mandatory reporter of child abuse and required to hold a valid training certification

PROGRAM REPRESENTATION:

- Requires expansive levels of interaction with staff, customers, other agencies or funders in a role where they represent a program

PROGRAM DESIGN AND PLANNING:

- Involved in the planning of multiple programs reflective of his/her job responsibilities.

SUPERVISORY RESPONSIBILITY:

- none

OTHER REQUIRED SKILLS/ABILITIES:

ORGANIZATIONAL EXPECTATIONS:

- Supports and models the agency’s mission, vision, and values.
- Maintain a regular attendance pattern to assure continuity of services and adequate staff coverage.
- Demonstrate professional behavior at all times including appearance and maintaining an orderly functioning office area.
- Treat all individuals in a courteous, non-judgmental, reasonable and confidential manner.

LANGUAGE SKILLS:

- Ability to speak comfortably and effectively one-to-one or in group settings.
- Must be able to solve practical problems. Must demonstrate good listening skills.
- Ability to read, analyze, and interpret most complex documents.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of written rules and regulations and translate that information to various program staff in a format resulting in contractual compliance in the delivery of program services.

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.

- While performing the duties of this job, the employee is regularly required to talk and hear, occasionally required to stand, walk, use hand to finger, handle, or feel; and reach with hands and arms.
- The employee must occasionally lift and/or move 20 pounds.
- Specific vision abilities required by this position include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee is occasionally exposed to extreme cold and extreme heat.
- The noise level of in the work environment is usually moderate.

PRE-EMPLOYMENT REQUIREMENTS:

The requirements listed below are representative of the knowledge skill, and/or ability required to be considered for this position.

FORMAL EDUCATION:

- Requires Master’s Degree in counseling or social work field and be eligible for Iowa State licensure

EXPERIENCE:

- none

TECHNICAL PROFICIENCY:

- Requires moderate level computer knowledge and experience, has the ability to use existing program software applications with minimal training and can perform simple maintenance to keep computers operational, including the ability to use all unit computer software systems proficiently.
- Requires the ability to maintain mandated computer applications to meet Unit persons served record keeping for state, CARF International standards and contractual reporting purposes.

ACKNOWLEDGEMENT OF RECEIPT

My signature below acknowledges that I have received, read and understand the above Job Description.

Signature

Date