POSITION TITLE: MH Therapist, Outpatient
PAP CODE: S-6
FLSA STATUS: Non-Exempt
FTE: 100%
POSITION REPORTS TO: Outpatient Clinical Supervisor
DEPARTMENT: MH Outpatient
SUPERVISES: None

PRIMARY PURPOSE OF DEPARTMENT:
The primary purpose of the Outpatient Mental Health Department is to provide effective and efficient mental health treatment for individuals, groups and families. Services are based on best clinical practices and are engaged in ongoing quality improvement efforts. This is done in accordance with the Agency’s Vision, Mission and Values.

PRIMARY PURPOSE OF THIS POSITION:
The primary purpose of this position is to function as a team member providing mental health assessments, treatment and support to adults and children in an outpatient office setting.

WORK SCHEDULE:
The normal work week is 37.5 hours. This position will require daytime and some evening hours to meet program and consumer needs.

DESCRIPTION OF ESSENTIAL RESPONSIBILITIES AND DUTIES:
• Effectively engages and retains consumers and efficiently manages caseload.
• Accurately assesses consumer needs; makes appropriate referrals as needed.
• Provides appropriate and necessary therapeutic individual, family and group services from a collaborative, strengths focused, respectful, outcomes informed perspective. Services are provided in the office setting.
• Adequately and efficiently documents service via electronic clinical record in accordance with performance standards and applicable policies, procedures and regulations; promptly corrects alerts.
• Completes required paperwork in accordance with requisite timelines to ensure authorizations, payments, and conformance with regulatory requirements, contractual obligations and policies and procedures.
• Participates in clinical and team supervision.
• Maintains productivity expectations.
• Arranges and participates (as needed) in psychiatric evaluations and medication checks. Consults with psychiatrist.
• Attends and completes all agency and program mandatory meetings/trainings.
• Performs duties in a professional manner, in accordance with the Agency’s Mission, Vision, and Values

REQUIRED MINIMUM TRAINING:
Master’s Degree in Social/Human Science field.

Additional Training Experience:
Prior experience working in social services preferred. Prior experience working with adults who have D&A, Forensic and /or Mental Health issues preferred.

If interested please contact Candace Ross at cross@tcv.net by June 8, 2018.

EMPLOYEES MAKING A REFERRAL MUST SEND RESUME ALONG WITH REFERRAL FORM DIRECTLY TO HUMAN RESOURCES.