POSITION TITLE: MH Therapist, Outpatient Office and School-based
PAP CODE: S-6
FLSA STATUS: Non-exempt
FTE: 100%
POSITION REPORTS TO: Outpatient Director
DEPARTMENT: Children & Family Services Homestead
SUPERVISES: N/A

PRIMARY PURPOSE OF DEPARTMENT: The primary function of the Children & Family Services Department is to provide a full continuum of behavioral health care for children, adolescents and their families. Services include prevention, case management and treatment. All services are family focused and are provided in the office, schools, home or other community settings. This is done in accordance with the Agency’s Vision, Mission and Values.

PRIMARY PURPOSE OF THIS POSITION: Responsible for providing assessments, individual and family therapy to children, adolescents and their families in the office and/or school settings. Works under direct supervision exercising a high degree of independent judgment in the performance of assigned tasks.

WORK SCHEDULE: The normal work week for this position is 37.5 hours, Monday through Friday, at assigned school and/or office. PTO may be scheduled and used during school closures. Other schedule changes and/or additional hours must be pre-approved by direct supervisor. The schedule is designed to meet program, school and consumer needs.

DESCRIPTION OF ESSENTIAL RESPONSIBILITIES AND DUTIES:
- Effectively engages and retains consumers and efficiently manages caseload at the schools and office.
- Accurately assesses consumer needs; makes appropriate referrals as needed.
- Provides appropriate and necessary therapeutic individual, family and group services that reflect best practices.
- 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.
- Appropriately manages and resolves crises.
- Promotes achievement of consumer and program outcomes.
- Increases competence to better serve consumers via training or other means; demonstrates competence via application of acquired knowledge and skills and achievement of desired outcomes; maintains requisite credentials and licensure as appropriate.
- Consults with professionals regarding client treatment and progress.
- Participates in clinical supervision and maintains productivity.
- Communicates with significant others in client’s life with client’s permission.
- Arranges and participates (as needed) in psychiatric evaluations and medication checks. Consults with psychiatrist.
- Performs duties in a professional manner, in accordance with the Agency’s Mission, Vision, and Values
- Performs other responsibilities and duties as assigned or required.
OTHER POSITION CHARACTERISTICS:

ACURACY REQUIRED IN WORK:
Accuracy in written work is essential in maintaining continuity of care and quality of treatment provided, as well as meeting county and state regulations for operation of programs. Documentation of services, treatment plans, and client/therapist interaction must be accurate to comply with agency requirements for billing and Federal, HIPAA, and State regulations.

CONSEQUENCE OF ERROR:
Failure to complete adequate and timely documentation can impact licensing of the program and result in loss of funding by third party payers. Failure to communicate medication and treatment plan changes to appropriate staff can result in less effective treatment for consumers. Failure to use best practices when dealing with consumers can result in less effective treatment for consumers.

VARIETY AND PURPOSE OF POSITION CONTACTS:
To be able to effectively communicate well with co-workers, consumers, consumer family members, team members and other agency staff, and agency administrative personnel.

PHYSICAL EFFORT:
Physical effort for this position will require clear speech, hearing, walking, writing, reading, typing, manual dexterity to open and close doors and drawers, carrying charts and group materials, and writing and reading comprehension. Ability to climb stairs may also be required. Ability to drive agency vehicle, if necessary.

WORK ENVIRONMENT AND CONDITIONS:
May be exposed to communicable diseases. Work is performed primarily in an indoor professional office/school environment and in client homes. May need to visit other sites for meetings/trainings purposes as well.

MACHINES, TOOLS, INSTRUMENTS, EQUIPMENT AND MATERIALS USED:
Computer, fax machine, copy machine, scanner and telephone.

SAFETY FOR OTHERS:
This individual is required to use good judgment as many decisions are made which will impact the safety of individuals, or other staff and could defuse a potentially serious situation. All unsafe conditions should be reported to a supervisor or a member of the safety committee.

KNOWLEDGE, SKILLS AND ABILITIES:
Ability to set appropriate therapeutic boundaries, and to follow all Agency rules, regulations and procedures. Proficient computer knowledge, including Windows, Microsoft Word and Outlook. Ability to make all decisions within the guide of the Agency’s Mission, Vision and Values.
REQUIRED MINIMUM TRAINING: Licensed Clinicians (LPC, LCSW) Master’s Degree in a social work or counseling with at least one year experience providing mental health direct services to children, adolescents and their families. Must have excellent communication and computer skills. Current valid PA Class I driver’s license and use of a personal vehicle required. Child abuse clearances, Department of Education and Department of Human Services Fingerprints both required. TB test required.

CONTINUED TRAINING, LICENSE OR CERTIFICATION REQUIRED BY AGENCY, STATUTE AND/OR REGULATIONS:

- Complete new hire training with first six months
- HIPPA, annually
- Compliance Plan, annually
- Confidentiality, annually
- Comprehensive Crisis Management, annually
- Bloodborne Pathogens and Universal Precautions, annually
- Mandated Reporter training
- Suicide Prevention

Signature indicates agreement with all information provided, including designation of essential functions.

Certification: I certify that a) I am the immediate supervisor of this position, and that b) I have provided a complete and accurate description of responsibilities and duties, and c) I have verified (and updated as needed) its accuracy and completeness with the employee.

Signature: ___________________________________________ Date: ______________
Title: ______________________________________________

EMPLOYEE’S CERTIFICATION: I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature: ___________________________________________ Date: ______________
Title: ______________________________________________