

## EMCMHC

### Job Description

**CLASS TITLE:** CSCT Clinical Therapist **FLSA:**

**DEPARTMENT:** Children's Mental Health

**ACCOUNTABLE TO:** Clinical Supervisor / Children's Mental Health Administrative Officer

**PRIMARY OBJECTIVE OF POSITION:** Under general direction is responsible to provide mental health counseling to youth , adults, and groups in a rural school based mental health setting, conduct diagnostic interviews/assessments, and provide crisis intervention as needed. Work requires individual judgment within established polices, rules, and the client's individual treatment plan.

#### **ESSENTIAL JOB FUNCTIONS:**

- Physical requirements may require walking, lifting up to 25#'s(greater with assistance), prolonged sitting, climbing steps, and the ability to get in and out of a vehicle without assistance;
- Must possess people skills and the ability to work with other Agencies;
- Work may be performed in an office, in a client's home, and in the transportation of clients to appointments; Traveling required where exposure to inclement weather of heat, cold, rain, and snow may occur; exposure to household chemicals may occur;
- Must possess Licensed Clinical Social Worker – LCSW, or LCPC Certification or the ability to obtain such License within two (2) years of employment;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment; and
- Must possess a valid Montana Operator's License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

#### **MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Provide mental health counseling to youth, adults, and groups; conduct diagnostic interviews with new clients; and provide crisis intervention during working hours, or when scheduled, or as needed;
- Consultation and cooperation with EMCMHC staff, area physicians, and other professionals as necessary in developing treatment plans for clients, client care coordination, and inpatient referrals when necessary;
- Maintain progress notes, treatment plans, and other records in accordance with EMCMHC policy while maintaining confidentiality requirements for patient privacy (i.e. HIPAA);

**CLASS TITLE: CSCT Clinical Therapist (continued)**

- Visiting with school staff concerned about safety of school due to behavior of youth in their classes;
- Meet productivity standards in accordance with expectations outlined by agency policy;
- Working with transitioning youth by assisting with coordinating of services necessary for their success;
- Assist teachers in maintaining safe well run classrooms by teaching coping skills to struggling students or removing them from the classroom;
- May transport youth to and from activities and appointments;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment; and
- Attend staff meetings and peer reviews, team service and coordination meetings, in-service trainings and outside service training as provided.

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:** None

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Master’s Degree required in Social Work or related field;
- PLUS one (1) year of demonstrated work experience in the mental health field;
- Possess Licensed Clinical Social Worker – LCSW or LCPC, or possess the ability to obtain such License within two (2) years of employment;
- Maintain such License through meeting Continuing Education requirements throughout employment;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment; and
- Must possess a valid Montana Operator’s License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

**EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS**

- Maintain the highest level of ethics, morals, standards, respect for others, empathy, and privacy of client information;
- Consult and peer with other EMCMHC clinical staff and/or employees when needed;
- Interact with students at high school who are friends of those in need;
- Monitor students at school activities (such as assemblies) for appropriate behaviors;
- Perform such other assignments and duties as may be required and needed.

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

Revised 09-11-2014