

## EMCMHC

### Job Description

**CLASS TITLE:** Clinical Therapist/Outpatient Therapist

**DEPARTMENT:** Clinical Services

**ACCOUNTABLE TO:** Clinical Supervisor / or Satellite Office Director

**PRIMARY OBJECTIVE OF POSITION:** Under general direction is responsible for providing mental health counseling and therapy to individuals of all ages, conducting diagnostic interviews/assessments, and providing crisis intervention as needed. Work requires individual judgment within established policies, 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 have ability to communicate orally and in writing;
- Must possess people skills and the ability to work with other Agencies;
- Work may be performed in an office, in a client's home, at the hospital, jail, or an area deemed a safe place, and/or in the transportation of clients to appointments;
- Some traveling required where exposure to inclement weather of heat, cold, rain, and snow may occur; exposure to household chemicals may occur;
- Must participate in CPR and MANDT training within the first three (3) months of employment and remain certified 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).

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Provides mental health counseling/therapy to individuals, couples, and families of all ages and diagnoses;
- Conducts diagnostic interviews/therapy with new clients;
- Provides crisis intervention during working hours, or when scheduled, or as needed;
- Maintains progress notes, treatment plans, and other records in accordance with EMCMHC policy while maintaining confidentiality requirements for patient privacy (i.e. HIPAA);
- May attend and fulfill Drug Treatment Court obligations, both scheduled or non-scheduled;

**CLASS TITLE: Clinical Therapist/Out Patient Therapist (continued)**

- Meets productivity standards to the best of ability, documents client contacts, care coordination, crisis/consult contacts, and community contacts, while maintaining a professional and ethical level of conduct according to standards of practice, EMCMHC policies, and state and federal policies;
- Consults with other staff at EMCMHC as needed;
- May attend VA group as scheduled;
- Attends 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;
- Possesses Licensed Clinical Social Worker - LCSW or Licensed Clinical Professional Counselor - LCPC Certification, or ability to obtain such License or Certification within two (2) years of employment;
- Maintains such License and/or Certification through meeting Continuing Education requirements throughout employment;
- Upon Licensure shall obtain Mental Health Professional Person Certification;
- PLUS some demonstrated work experience in the mental health field;
- 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**

- Maintains the highest level of ethics, morals, standards, respect for others, empathy, and privacy of client information;
- May conduct other therapy groups as needed;
- Consults and peers with other EMCMHC clinical staff and/or employees when needed;
- Performs 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 2/26/16