

EMCMHC

Job Description

CLASS TITLE: CSCT Clinical Therapist

DEPARTMENT: Clinical Services

SALARY: Licensure Candidate (PCLC or SWLC) \$60,000/yr
 Licensed Therapist (LCPC or LCSW) \$72,500/yr

Licensed therapists are eligible for annual salary of \$82,500/yr after completing 5 consecutive years of full-time employment, or consecutive part-time employment that amounts to 5 years

FLSA: Exempt

ACCOUNTABLE TO: COO

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 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 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);
- Visiting with school staff concerned about safety of school due to behavior of youth in

Revised 8/27/2024

Revised 8/7/2025

Revised 8/21/2025

- 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 trainings as provided.

SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Master’s Degree required in Social Work or related field;
- None
- 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;
- 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.