

## JOB POSITION DESCRIPTION

EMPLOYEE NAME:	DATE OF HIRE:

POSITION:	Mental Health Therapist	
LOCATION:	Corporate Office	
DEPARTMENT:	Clinical	
SUPERVISED BY:	President of Operations	
<b>POSITION PURPOSE:</b> To provide mental health s	upport services to adults in an outpatient setting.	
POSITION REQUIREMENTS/QUALIFICA	TIONS	
1. EDUCATION:	Current (two years) of no felonies or substance abuse convictions.	
	Graduation from an accredited school with a Master's Degree, licensed to practice in the State of Maryland as a Clinical Social Worker or Mental Health Counselor.	
2. EXPERIENCE:	Must have one-year of continuous sobriety prior to hire, if a recovering alcoholic or drug addict.	
	Recent experience (in last 5 years) providing treatment services preferred	
	Experience with substance abuse/addiction disorders preferred	
3. LICENSURE/CERTIFICATION:	Must possess any one of the following credentials: LCSW, LMSW, LCPC, LGPC	
4. KNOWLEDGE AND TRAINING REQUIRED AT TIME OF HIRE:	Must adhere to confidentiality requirements as outlined in 42 CFR, Part 2. (HIPAA)  Must be knowledgeable and demonstrate competence in current principles and practices, including all aspects of providing assessment and referral services.  Must be compassionate and caring, with experience in a variety of psychological issues to help address the mental health needs of the population served.  Must have the ability to interact with staff and clients in a professional manner.  Must have the ability to handle stressful and demanding situations, while maintaining exceptional written and verbal communication skills.  Must have the ability to adhere to all ethical guidelines set forth in accordance with the state of Maryland.  Proficiency with the utilization of Microsoft Word, Excel, Power Point, Outlook, and internet navigation preferred.	



	Must have the ability to communicate at all levels of the organization and work well within a team environment in support of the company objectives.  Should demonstrate strong attention to detail and accuracy, excellent organizational skills with the ability to prioritize, coordinate and simultaneously maintain multiple projects with high level of quality and productivity.  Should demonstrate flexibility to adapt to schedule changes and assumption of responsibilities not delineated in the job description.  Should have the ability to work with minimal supervision, take initiative and make independent decisions based on the facility/department's guidelines.
5. PHYSICAL REQUIREMENTS:	Position requires driving your own vehicle to and from work.
	Ability to sit for long periods of time.
	Ability to bend, stoop, and/or frequently walk around the office.
	Ability to lift up to 15 pounds.
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## SPECIFIC AREAS OF RESPONSIBILITY TO POSITION

- 1. Provide professional clinical services to all assigned clients in an outpatient setting.
- 2. Demonstrates mastery of DSM-5 mental health and substance abuse diagnoses, confidentiality and treatment planning.
- 3. Demonstrates knowledge of community referral resources and makes appropriate referrals to those resources to meet the needs of clients.
- 4. Access and efficiently navigate the organization's EMR system.
- 5. Conducts psychosocial assessments and completes treatment plans and progress notes utilizing the organization's EMR system.
- 6. Establish and maintain open lines of communication for individuals with mental or emotional issues.
- 7. Offer assistance to individuals with various mental health issues.
- 8. Implement and review treatment plans.
- 9. Collaborate with additional treatment providers for the clients, when needed.
- 10. Ensure all documentation is completed in a timely manner.
- 11. Maintains client, employee and company confidentiality at all times.
- 12. Other duties as assigned.

## CERTIFICATION OF RECEIPT AND UNDERSTANDING

I hereby certify that I have reviewed a complete copy of my position description and workplace environment and understand my duties, responsibilities and workplace environment as described in the job description. I agree to perform the duties herein.

the duties herein.			
Employee Signature	Date	HR Signature & Title	Date