**Mental Health Therapist**

**General Statement** **:**

This position description incorporates the core responsibilities of the job. It is recognized that other related duties not specifically mentioned may also be performed, and that not all responsibilities may be carried out depending on operational needs.

**Position Purpose** **:**

The Mental Health Therapist is responsible for the coordination of service delivery to clients with mental health concerns and in providing the following core services: diagnostic and assessment and individual, and family therapy. Individuals with LICSW, LPC and LMFT and Spanish speaking encouraged to apply.

**Essential Duties and Responsibilities**:

*Include the following. Other duties may be assigned.*

* Explain worker’s role, responsibilities and client’s rights, including confidentiality and mandated reporting
* Complete a diagnostic and assessment on all clients referred, gathering information from referral source, client chart and other pertinent sources, including family members and past providers of care
* Determine 5- axis DSM V diagnoses
* Complete Treatment Plan and authorizations for services as required by individual insurance payers.
* Provide individual, and family therapy to assist clients in their insight development and achievement of personal goals through treatment planning process
* Document all contacts, referrals and other necessary information
* Maintain client records that are accurate, comprehensive and adhere to documentation policies and billing timelines.
* Meet weekly productivity standards as set by Director.
* Engage families and significant others as needed to support treatment goals.
* Apply crisis management skills when necessary to stabilize clients.
* Maintain monthly statistics and provide reports as needed to Program Director
* Participate in weekly case reviews of clients in peer group supervision
* Accept cultural diversity and integrate the family’s values and culture into initial conversations
* Participate in the weekly 24 hour on-call rotation schedule
* Identify and participate in other trainings or committees that can further enhance professional growth
* (Licensed staff only) Opportunities to provide clinical supervision to licensed graduate social workers, interns and others, as needed.
* Perform other duties as assigned by the Program Director and the Vice President for Programs.

**Competencies** **:**

To perform the job successfully, an individual should demonstrate the following competencies:

* **Teamwork** **–** Contributes to building a positive team spirit; Puts success of the team above own interests; Supports everyone’s efforts to succeed; Must be able to work well in multidisciplinary team setting
* **Interpersonal Skills** **–** Focuses on solving conflict in cooperative manner, not blame; Keeps emotions under control; Must have excellent written and verbal communication skills

• **Cost Consciousness**

* **Diversity –** Shows respect and sensitivity for cultural differences
* **Ethics –** Treats people with respect
* **Organizational Support –** Follows policies and procedures
* **Professionalism –** Treats others with respect and consideration regardless of their status or position
* **Safety and Security –** Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly
* **Attendance/Punctuality –** Is consistently at work and on time, which is pre-determined between the employee and the person(s) he/she reports to
* **Dependability –** Follows instruction and responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to meet the needs of Mary’s Center’s clients.
* **Flexibility -** Willingness to be flexible with work schedule to participate in weekend and/or evening duties as needed.

**Qualifications**:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.  *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education –** Requires a Masters Degree in Social Work or Masters in Counseling (minimum Graduate level, preferable Independent Social Work License or Licensed Professional Counselor in District of Columbia.

**Experience –** Must have 3 years of relevant experience providing therapy to child/youth, families, adults. The ability to communicate proficiently in English and in second language used by the target client population is required. Working knowledge of Windows and Word; knowledge of patient confidentiality issues and HIPAA compliance/regulation are essential. Valid Driver’s License needed.

**Reasoning Ability –** Ability to apply common sense understanding to carry out complex, multi-step instructions and make appropriate independent decisions as necessary

**Physical Demands –** Regularly required to sit; frequently required to reach with hands and arms, walk, stoop, kneel, crouch, talk or hear; must be able to lift objects up to twenty-five (25) pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment –** Mostly in a typical office and/or home setting with quiet to moderate noise level. May be exposed to extreme cold, heat, and humidity due to outside weather conditions.