

# MONTCALM CARE NETWORK

## **Outpatient Therapist**

**Pay Grade:** 11 (less than full license) 12 (full license)

**Status:** Salary, Exempt

I have read my job description and understand the essential functions.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **General Summary**

Under the supervision of the Acute Services Manager, provides therapeutic interventions and counseling to persons with severe, persistent mental illness, serious emotional disturbances and developmental disabilities to enhance symptom management, improve interpersonal effectiveness, and develop coping and self-management skill sets. Treatment may be in an individual, family or group setting. Promotes mental health recovery, wellness, and full participation within the community for consumers in a manner where practice is trauma informed, co-occurring capable, person/family centered and integrated with other health care providers.

## **Essential Functions**

1. Performs initial assessments and ongoing evaluations which include obtaining personal, family, social, psychiatric and medical information. Discusses diagnostic conclusions and treatment recommendations to the clients and/or family, and encourages their support in the treatment process. Participates in the open access system to determine eligibility for person seeking community mental health services.
2. Diagnoses mental illness, psychological disturbances and developmental disabilities using approved diagnostic nomenclature.
3. Conducts psychotherapy/counseling with children, adolescents, and adults utilizing individual, group, conjoint, family, and behavioral modalities of treatment as appropriate. Utilizes best and evidence based practices in treatment that are most effective and demonstrate efficacy with populations served. Prepares treatment plans based on assessed needs.
4. Participates as an interdisciplinary team member with other staff in the review of services delivered to provide and receive feedback on diagnostic and treatment work performed.
5. Establishes crisis plans and responds to client requests for mental health coaching or emergency counseling by phone or face to face as determined by the person/family centered plan.
6. Maintains complete and detailed case records consistent with Department of Community Health standards, agency procedures, and requirements of third party funding sources.
7. Represents the agency to the community, relatives, and other interested persons in such a way that fosters understanding of the emotional needs of clients and the goals of community mental health.

8. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Department of Health and Human Services and Montcalm Center policies and procedures.
9. Complies with recipient rights reporting requirements established by the Mental Health Code and procedures of Montcalm Care Network Board.
10. Serves as part of an emergency services team providing 24-hour crisis intervention to Montcalm County residents.
11. Must participate in a minimum of 24 hours of annual training related to the treatment of children and families and/or relevant to the population served.
12. This position will be knowledgeable about and actively support: 1) culturally competent recovery based practices; 2) person centered planning as a shared decision making process with the individual, who defines his/her life goals and is assisted in developing a unique path toward those goals; and, 3) a trauma informed culture of safety to aid consumers in the recovery process.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **Employment Qualifications**

**Education:** Possession of a Master's Degree in Psychology or Social Work or Counseling.

**Experience:** One year of experience in a mental health related field in the examination, evaluation and treatment of minors and their families. May need experience and training in one or more of the identified Specialty population children with SED, persons with DD, adults with SMI, the elderly, persons with co-occurring substance use disorders or complex medical conditions.

**Other Requirements:** Licensure or limited licensure as a Social Worker, Counselor, Limited License Psychologist by the State of Michigan. Must be a Qualified Mental Health Professional and Qualified Children's Mental Health Professional or supervised by an individual with this credential.

Possession of a valid State of Michigan driver's license.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to operate an automobile.
- Bends and stoops to access files to place and retrieve documents.
- Ability to enter and retrieve data in a computer.

**Working Conditions:** Stressful conditions are regularly encountered. These include interactions with mental health consumers, and with community representatives and staff who are experiencing or dealing with crisis situations. It also may include rapidly altering work assignments as directed or required, etc. Work hours and schedules may vary and may include overtime, and evening, weekend and holiday hours on-call or other hours that are outside of regular work hours.

## Competency Checklist Clinical Staff

Position: Outpatient Therapist

Populations Served

SMI    DD    Child/Adol.    Geriatric    SUD    Integrated Health

Competency	N/A	Met	Developing*
Knowledge of stages of growth and development			
Ability to complete elements of a psychosocial assessment			
Ability to complete Mental Status Exam			
Knowledge/skills in diagnosing based on current DSM			
Ability to develop integrated treatment plans			
Knowledge/skills in crisis intervention			
Skills in management/intervention of aggressive, self-harm, suicidal behaviors			
Knowledge of trauma and impact on behaviors and functioning			
Basic knowledge of psychotropic medication and risk factors			
Knowledge of co-occurring substance use disorders			
Knowledge of the principles of Gentle Teaching			
Knowledge of chronic health conditions inter-relationship with mental health disorders			
Knows the principles of behaviorism			
Ability to apply motivational strategies in a stage wise manner to interventions			
Ability to apply Cognitive Behavioral strategies to interventions			
Ability to teach coping, self-regulations, self-management, and parenting skills as population appropriate			
Ability to communicate clinical information to individuals and groups			
Knowledge of community resources			
Skill set in care management and coordination with community providers			
Possess communication skills or options for nonverbal individuals or those with limited English proficiency**			
Understanding of Cultural Competence Standards and Person centered principals and requirements**			
Knowledge of Mental Health Code			
Knowledge of Recipient Rights**			
Infection Control**			
Fire safety, security and disaster response**			
Knowledge in use of electronic health records and confidential management of health information, HIPPA**			

\*\*Requires completion of agency or Essential Learning training

\*Developing competencies are addressed in the Staff Development Plan