



JOB DESCRIPTION

TITLE: Mental Health Therapist
REPORTS TO: Program Manager

REVISED: 7/10/2023
EXEMPT/NON-EXEMPT: Exempt

SUMMARY OF POSITION:

The Mental Health Therapist will utilize independent judgment and expertise to provide mental health services that include psycho-diagnostic assessments, treatment planning, psychotherapy, rehabilitative and case management services.

DUTIES AND RESPONSIBILITIES

1. Under the direction of a clinical and administrative supervisor, therapist will be responsible for providing mental health services to populations served (children, adolescents, adults, older adults) based on program.
2. Provide initial and annual assessments, evaluations, therapy, rehabilitation, crisis intervention and plan development and referral to psychiatrist when appropriate.
3. Develop Problem List for mental health services with the client, and family when necessary, and securing required signatures with current dates.
4. Provision of mental health treatment using multiple intervention techniques based on client and clinical need.
5. Maintain complete required records of all counseling sessions and client contact in accordance with DMH and ACCS standards.
6. Completion of outcome measures as required by EBP/DMH.
7. Work collaboratively with various systems, for example, DMH, DCFS, hospitals, and residential facilities.
8. Attend weekly one-hour individual and two-hour group clinical supervision meetings. Responsible for accurate logging of supervised hours and other BBS documentation.
9. Respect and adhere to the policies and procedures of the organization and be guided by professional rules of ethics and legal practices.
10. Actively participate in all required meetings, trainings, and other activities as directed.
11. Comply with HIPAA requirements of privacy and access of records.
12. Meet service delivery requirements as dictated by ACCS.
13. Must be able to attend to crises during after-hours (**only for crisis programs – Wrap, OCS, FSP**).
14. Other duties as assigned by supervisor to meet programmatic, departmental and agency needs.

MINIMUM JOB REQUIREMENTS:

1. Master's degree in social work, clinical psychology, marriage and family therapy or related field required.
2. Must be a Registered Associate with the BBS and be in good standing.
3. CA Driver License required.
4. Spanish Speaking preferred but not required.
5. Hybrid position – telehealth and in-person appointments required (in the field or in the office).
6. Must be available to work during office hours.



KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Experience providing therapy to children and families and/or adults.
2. Experience working with multiethnic/racial communities.
3. Experience working in a community-based organization.

WORKING CONDITIONS AND PHYSICAL EFFORT:

1. **Hybrid position – must be willing to work in the office as required.** Some positions and programs require employees provide field-based services or to meet with prospects and community partners at their place of business.
2. Work is normally performed in a typical interior/office, with minimal exposure to risks, such as operating dangerous equipment or working with chemicals. Limited physical effort required, including typing, standing, sitting, bending, and stooping.
3. Work environment requires interaction with clients suffering from mental illnesses or emotional disturbances. As such, staff may be exposed to sudden emotional and/or physical outbursts.
4. All employees, regardless of position, serve as role models for the clients who are served by our agency. Therefore, each employee must always be emotionally stable and able to function effectively with children, adolescents, and adults who may have mental or behavioral health problems. The staff must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling. Hostility, verbal aggression, unnecessary or inappropriate physical actions, and inappropriate emotional expression are not acceptable.