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**Job Description**

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| **Job Title** | **Mental Health Therapist** |
| **Department/Program** | **Behavioral Health** |
| **Location** | **Derby / Hamburg** |
| **Supervisor** | **Megan Brautlacht** |

**Integrity • Collaboration • Quality • Compassion • Dedication**

**FLSA Status: Exempt:\_\_\_\_\_ Non-Exempt: \_\_\_\_\_ Type of Position: Full-time\_\_\_\_ Part-time \_\_\_\_**

**Supervisory Responsibility: None**

**Job Summary**

As a member of our Harmonia Collaborative Care Behavioral Health Team, you will work as a member of a dynamic, multi-disciplinary team. Our therapists provide clinical behavioral health services to individuals, couples, and families ages 13 and up. Therapists counsel and provide crisis intervention and treatment of emotional and behavioral problems. They coach clients on how to manage ongoing health conditions and provide therapy to assist clients in making positive behavior changes.

**Responsibilities**

* Provides mental health assessment, diagnostics, treatment planning and psychotherapy;
* Provides counseling specific to developmental needs (substance use, risk reduction, family planning, school/work issues and family/relationship issues);
* Uses an evidenced-based approach for counseling sessions;
* Maintains assigned client caseload;
* Maintains calendar and appointment schedule;
* Advocates for patients’ needs within the healthcare system and with community agencies;
* Modify treatment as needed to address changes in clients’ status;
* Maintains all necessary documentation and records in accordance with all regulatory authorities in a timely manner;
* Actively participates as part of the weekly clinical staff meetings and quarterly QI/QA meetings;
* Meets measurable performance and productivity goals;
* Maintains all professional licensure required (for billing purposes)
* Maintain confidentiality of records relating to clients’ treatment
* Other duties assigned.

**Skills**

* Familiarity with Electronic Medical Record systems, Microsoft word and Excel
* Ability to work independently, as well as with a team
* Must have strong listening and organizational skills
* Excellent communication and interpersonal skills – compassionate and empathetic
* Ability to accept feedback through supervision process
* Must support agency mission of providing best-practice behavioral health including support of our culture and growth initiatives through communication, accountability and positivity.

**Education and Experience**

* Master’s degree in social work, counseling, education or other relevant human service profession
* LCSW, LMHC, OR PhD preferred
* 2-3 years clinical experience in a behavioral health setting.

**Work Environment**

* Mental health counselors work in a variety of settings – office or school setting, mental health clinic
* May require long periods of sitting
* Use of basic office machines
* May spend long periods on the phone or connecting with clients via computer.
* Must be able to lift a minimum of 25 pounds.

GENERAL SIGN OFF: The employee is expected to adhere to all agency policies. This position description is not designed to cover or contain a comprehensive listing of activities, duties and responsibilities that are required of the employee.

I have read and understand this job description and recognize it may change to meet the needs of the organization.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Filename: Job Description for Mental Health Therapist