

SPECIAL SERVICE FOR GROUPS
JOB DESCRIPTION

Title: Mental Health Therapist

Division: HOPICS-Adult Outpatient Program

FLSA: Non-Exempt (40 Hours)

Supervisor: Program Manager

Pay Range or Rate: TBD

Revised: 07.22.2020

❖ **Summary**

Under the supervision of the Program Manager and/or Associate Director of Behavioral Health Services /Division Director, the Incumbent (Mental Health Therapist) will perform professional clinical services in connection with treatment of mentally ill and emotionally disturbed consumers. Incumbent will determine the percentage of symptoms and behaviors related to diagnosable disorders and determine level of services as well as assess additional needs. Incumbent will assist consumers and their significant figures in understanding and developing solutions to problems that lead to and result from emotional and mental disturbances. This individual will provide trauma informed care best practices using evidence based practices and expressive arts. Incumbent will be required to produce and maintain work productivity of a minimum 80 percent.

Incumbent will also provide technical guidance; attend consultation and supervision to enhance their skills in developing bio psychosocial assessments, in formulating effective treatment plans that correlate with differential diagnosis. Mental Health Therapist will comply with all ethical/legal mandates for reporting; provide psychotherapeutic methods in assessment, as well as implement treatment plans in order to facilitate corresponding progress for various mental disturbances. Mental Health Therapist will ensure that all services relate to needs of the consumer and must be able to connect the correlation between reported life circumstances and experiences to identified symptoms and behaviors disclosed by consumers. Mental Health Therapist must be able to coordinate the work day responsibility in order to service clients, submit documentation, attend meetings and participate in trainings.

❖ **Essential Functions**

Provide appropriate translation and case sensitive services; Conduct clinical assessment with adult consumers to obtain information to complete a comprehensive, biological/psychological/social assessment which includes functional impairments, having working knowledge of how to present within a multidisciplinary team (MDT) due to collaboration involved with outside entities; will establish a client coordinated treatment plan that correlates with the clinical assessment and identifies the present disturbances related to trauma, to assist the consumer to resolve or cope with the mental, emotional, medical and/or substance related problem; be familiar with and able to document in accordance to the Department of Mental Health guidelines (general standard model used); Will determine the case management and rehabilitation services needed to connect with other mental health services; Will coordinate all services to be performed, both therapeutic and rehabilitation, for consumers within the program; will provide effective service delivery to consumers by providing individual counseling, group counseling, and co-occurring counseling (all services utilizing Trauma Focused approach); the Mental Health Therapist must be able to work with homeless consumers, adults with co-occurring substance abuse issues, and mental/physical/developmental disabilities; will be able to document effectively in accordance with established standards of care on a daily basis; will participate in meetings in which case presentations are required to educate, present and/or evaluate the nature and progress of presenting issues; will attend other meetings, training sessions, seminars, as needed to effectively perform duties affiliated with this position, will coordinate program activities to meet contractual agreements, laws, regulations, and funding directly with the program manager; will participate in weekly supervision (individual and group); will assume other tasks as assigned and required by the program manager; may be required to conduct interventions in the field; Mental Health Therapist will participate in all mandatory programs, division meetings and trainings (which includes offsite meetings and trainings), as assigned by his/her program manager and/or Associate Director of Behavioral Health Services/Division Director. Mental Health Therapist will maintain appropriate boundaries; and adhere to SSG's Code of Ethics and HOPICS' Core Values; Mental Health Therapist will represent the Agency in a professional manner at meetings and community events; Mental Health Therapist will maintain files/records on client services in compliance with HIPAA & CFR42 and other funding requirements for auditing purposes; maintain regular attendance and other duties as needed. Upon resignation, Mental Health Therapist will ensure that all clients records/documentation are submitted or arrange with program manager to send them in.

- ❖ **Secondary Functions**
Overtime, holiday, or weekend work may be required.

- ❖ **Minimum Qualifications - Knowledge, Skills and Abilities Required**
Master's Degree in the field of Social Work or a related field with two years of related experience; ability to work with client from diverse, ethnic, and socio-economic backgrounds; ability to communicate effectively both written and oral with collaborative entities; neat and professional appearance; attention to details and punctuality required; working knowledge of Microsoft Word, Excel, and internet. Experience with working with homeless persons with co-occurring issues (Mental/Health/Disability/Substances); be able to report (verbal/written) in accordance with the law all legal issues that surface (Tarasoff, child abuse, dependent adult abuse, suicidal/homicidal and/or a person of grave disability); professional experience working within a multi-integrated team. Be able to coordinate the submission of client documentation if unable to work; if in recovery, a minimum of three (3) years of being drug and alcohol free is required.; Verification of Employment Eligibility and Background Check. Maintain access to reliable transportation that is supported with active insurance and **California Driver's License** and valid insurance; be able to work with co-occurring population that presents with any stand alone or combination of mental illness, health conditions, and substance related concerns. Knowledge of the medical model and evidenced based practices. CPR, Finger Printing and First Aid Certification within the first thirty-days (60) of employment (along with HIV/AIDS training) in the first 3 months of employment. Verification of Employment Eligibility and Background clearance required. TB test required.

- ❖ **Supervisory Responsibilities**
This position does not have any supervisory responsibilities.

- ❖ **Environmental Conditions (Working Conditions)**
May be exposed to aggressive/hostile clients; dealing with trauma may trigger personal trauma; must work in conjunction with other collaborative staff members; communicate with many sources including courts, Los Angeles County law enforcement agencies, Department of Children and Family Services Agency and other community service agencies. Local automobile travel may be required. There is some responsibility to work in a noisy environment where adults are allowed to talk loud and expressive; must be able to effectively and produce quality work under pressure. This position is exposed to multiple tasks and must work with many different departments and directors (DIC/HWCP/HCOTP/BHS/CASC). While driving to trainings or performing other duties there might be exposure to weather conditions prevalent at the time, noise, moving vehicles, high crime rate areas, odors, fumes, pollen etc.

- ❖ **Physical Requirements**
Light physical effort which may include occasional light lifting (15lbs), and some reaching, bending, stooping, walking, squatting, listening, and typing. A great portion of the day requires sitting, standing, carrying equipment/charts/documents, walking, reading, writing, and communicating or a combination of the above.

- ❖ **Mental Requirements**
Therapist should be able to perform effectively under any and all of the following: Unpredictable Situations, Crisis, Constant distractions, Interruptions, Uncontrollable changes in priorities/work schedule; be able to process information, think and conceptualize. Must be able to deal with possible transference and counter transference.