

## JOB DESCRIPTION

<b>Title: Therapist</b>	<b>Division/Department: Out-Patient MH</b>
<b>Department:</b>	<b>FLSA Status: Exempt</b>
<b>Reports To: Clinical Director</b>	<b>Employment Status: PT - FT</b>

### SUMMARY

The therapist position is to promote the positive and stable mental health of clients through a program of individualized care from initial diagnosis through treatment and follow-up services.

### PRIMARY RESPONSIBILITIES

1. **Conducts initial evaluation/intake or referrals to assess and review presenting problems and current level of functioning.**
  - a. Reviews referral information that is available for each case.
  - b. Meets with clients face to face to assess and diagnose problems.
  - c. Determines whether mental health care for each client is routine, urgent, or emergent.
  - d. Discusses options with client regarding mental health programming.
  - e. Ensures that proper releases of information are signed by the client.
  - f. Consults with the referral source about the client, if necessary, and if the client has signed a release of information.
  - g. Decides if referrals are to be recommended along with other programming, and makes the referrals with the client's permission.
2. **Prepares an individualized program of therapy for the clients.**
  - a. Develops an individual Treatment Plan (ITP) for each client that is participating in the therapy process.
  - b. Ensure that client has agreed with the ITP and has also signed their name to the goals accordingly.
  - c. Maintains contact with their resources that are working with the same client.
  - d. Reviews goals and other plans for client as needed, but at least every 90 days.
3. **Provides therapy to clients through a variety of modalities.**
  - a. Familiarizes self with various programs available for clients locally and regionally.
  - b. Provides on-going therapeutic programming with modalities that are in compliance with HRC standards.
  - c. Assists clients who may be in need of other outreach programs.

- d. Provides clients with options for psychiatric consultation and medication management, when necessary.
- 4. Maintains EMR records, files, and other paperwork to be in compliance with HRC Rule 29 policies.**
- a. Documents daily contacts with clients and enters the information into EMR.
  - b. Completes all pertinent client information such as intake summaries, ITP, testing information, correspondence with other sources, closure notes, psychological evaluations, etc. in the client's EMR.
  - c. Maintains compliance with HRC and HIPAA regulations regarding confidentiality of data and records.
- 5. Provides consultation and recommendations to other HRC staff members and other agencies.**
- a. Participates in staff meetings on a regular basis, bringing at least one case for consultation to each meeting.
  - b. Provides consultation and recommendations to community agencies and referral agencies.
  - c. Remains in contact with referral sources, providing follow-up information regarding each case.
  - d. Completes mandated reporting of child abuse and vulnerable adult abuse verbally and in writing county human service agencies.
- 6. Deals with client emergency situations during work hours.**
- a. Accepts emergency appointments during regular work hours as needed.
  - b. Consults as needed by phone with others for urgent and emergency cases.
- 7. Conducts psychological tests as a diagnostic tool in determining treatment programming, as needed.**
- a. Recommends psychological testing for clients, as needed.
  - b. Makes referrals for testing, if the competencies of the therapist do not allow administration and interpretation of same.
  - c. Develops an understanding of psychological testing procedures and the usefulness in using it for diagnostics and therapy.
- 8. Completes assessments/evaluations requested by referral agencies.**
- a. Accepts cases in therapist's area of specialty and expertise from referral sources.
  - b. Completes psychological evaluation or specialty assessment, and sends out to the referral source.

## **SECONDARY RESPONSIBILITIES**

- 1. Performs miscellaneous projects and completes various tasks as requested by management.
- 2. Participates on various committees when deemed appropriate by the clinical supervisor.

3. Assists in public relations for HRC in many ways while dealing with others in the community.

## **JOB SPECIFICATIONS**

### **Education, Experience and Credentials**

- Experience in clinical psychology, clinical social work, marriage and family therapy, or a closely related mental health field with a minimum of a Master's Degree.
- Licensure in the state of Minnesota with the Board of Psychology, Board of Social Work, or Board of Marriage and Family Therapy, or working toward licensure in one of the state boards, and under the direct supervision of a Board member of that same Board.

### **Level of Access for Electronic Protected Health Information**

- Clinical staff

### **Knowledge, Skills and Abilities**

1. Excellent interpersonal communication skills: deals effectively with a variety of people and personalities; communicates clearly and effectively both orally and in writing.
2. Able to work independently, showing initiative, and willingness to take charge of a situation.
3. Works as an effective and proactive team player.
4. Skilled in identifying and assessing a wide range of clients' needs.
5. Knowledgeable about local and regional community resources and how to access them.
6. Applies effective time management skills in order to meet all deadlines.
7. Demonstrates thoroughness and organizational skills in the workplace.
8. Shows proper etiquette when dealing with clients and other sources.
9. Knowledge of psychotherapy principles and practices.
10. Ability to diagnose problems of individuals relating to mental health.
11. Provide or prescribes psychotherapy to stabilize a client's condition.
12. Understanding of testing procedures used to diagnose mental health problems.
13. Ability to formulate and recommend treatment plans for individuals or families.
14. Respect's other professionals, and other methods of therapeutic intervention.
15. Understands billing procedures and prior authorization processes for collecting reimbursement from appropriate resources.

- 16. Willingness to respond to urgent and emergent situations with clients.
- 17. Displays flexibility to meet the Center's and client's needs in an environment with interruptions.
- 18. Understands the confidential nature of organizational information and maintains confidences.
- 19. Experience in the use of some office equipment such as copying machine, fax machine, postage machine, programmable telephone system, EMR system, etc.
- 20. Familiarity with standard computer functions, including keyboarding, and applications including e-mail.

**PHYSICAL REQUIREMENTS**

Employee must be able to:

- Hear and speak in order to use telephones and communicate with people inside and outside the office.
- Visual ability to review detailed reports and information, and to use the computer for keyboarding.

**TOOLS AND EQUIPMENT USED**

.Incumbent must be able to:

- Use office equipment including postage machine, fax machine, computer, telephone system, EMR system, copier, dictation equipment, etc.
- Display a valid driver's license for the state of Minnesota and have an operating vehicle.

**WORK ENVIRONMENT**

The employee must be able to tolerate and adapt to a daily scheduled that is subject to change due to emergent and urgent clients' needs as well as rescheduling, canceling, and clients that do not show for appointments. Most of the duties are performed in the office setting.

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Employee Signature

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Date

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Supervisor Signature

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Date