

JOB DESCRIPTION

Title: School Link Mental Health Therapist	Division/Department:
Department: Outpatient Program	FLSA (Fair Labor Standard Act)Status: Salary
Reports To: SLMH Clinical Supervisor	Employment Status: FT

SUMMARY

The School Link Mental Health (SLMH) Therapist will provide mental health services co-located in the school setting to increase access for students who would otherwise have to leave school to receive these services and for students who cannot access these services because their families do not have the ability, availability and/or unable to meet with service providers outside of school.

PRIMARY RESPONSIBILITIES

Responsibility #1: Clinical Service Delivery- Consistently demonstrates clinical competence and professionalism by effectively providing mental health therapy and diagnostic services to children and their families. This includes the following task and performance indicators:

- A. Provide education and training to referral sources (i.e. schools, Head Start, Public Health, corrections, etc) to improve early identification of mental health needs for students.
- B. Work in collaboration with culturally diverse populations (students and parents) in host schools to increase awareness and identification of mental health issues and utilize their ideas in developing more culturally-responsive services and supports.
- C. Participate in bi-monthly clinical supervision to ensure quality and well-developed diagnostic assessments.
- D. Utilize up to 3 pre-diagnostic assessment sessions to meet with parents/families and to build a relationship.
- E. Work with families to maintain consistent service when health plans are changed, temporarily discontinued, or terminated by their employer(s).
- F. Evaluate each referral using a diagnostic assessment to determine mental health status and needs, medical necessity and when applicable assist the family in pursuing authorization when insurance becomes available.
- G. Refer clients for outside services based on individual client need (i.e. case management, CD treatment, psychiatric care, etc).
- H. Increase billable hours to a 3rd party payer in a step-wise fashion to move toward sustainability so that access continues for students outside of the grant.
- I. Complete and review individual treatment plans in accordance with DHS requirements.
- J. Ensure files are in compliance and meet DHS requirements.
- K. Track and submit outcome measures for reporting requirements to Fernbrook (the number of students admitted to SLMH program, date from referral to first contact, etc) or MN-ITS (SDQ, CASII, ECSII, etc)
- L. Participate in meetings with school personnel and SLMH Program Coordinator to assess service provisions, schedule in-services, troubleshoot, etc.
- M. Develop and provide in-service trainings for educators and school staff.
- N. Develop training and implement systems for SDQ's to assist school staff in early identification of mental health issues.
- O. Complete and submit prior authorization requests.
- P. Participate in agency provided cultural competency training.

Responsibility #2: Professional Behavior- Consistently demonstrate professional behaviors that reflect respect for clients and their families, co-workers, the schools, and the organization. This includes the following task and performance indicators:

- A. Adjust to the changing dynamics of families and clients during sessions. Able to adjust to changes in processes, requirements required for the agency to retain compliance with DHS and other regulatory standards.
- B. Provide medically necessary services in appropriate settings including the family when possible
- C. Adhere to policy/procedure and mission/vision/values as well as professional ethical guidelines. Exhibits the ability to focus on the strengths of self and clients and makes use of these for decision making. Able to utilize critical thinking skills, including objectivity to separate personal issues from client and organizational issues.
- D. Arrive for session on time, keep appointments, maintain a consistent schedule, and give a timely notice of cancellations. Completes documentation in a thorough and timely fashion. Return phone calls and emails.
- E. Treat others with respect and consideration regardless of their position. Maintain professional standards through verbal and written communication.
- F. Attends various meetings to develop and maintain positive working relationships with colleagues and other community professionals. Consistently presents as nonjudgmental, culturally sensitive, and approachable
- G. Avoid dual roles or multiple relationships with clients or former clients, doesn't use professional relationship to exploit a client to further personal, religious, political or business interests. Minimizes physical contact unless therapeutically appropriate.
- H. Maintain both clients' and staff members' privacy HIPPA and FERPA
- I. Consistently present in clothing appropriate to the setting (i.e. home, school, county, etc).
- J. Remain compliant with continuing education requirements required by applicable licensing board and state statutes.
- K. Organize and prioritize fixed deadlines as determined by partner agencies.

Responsibility #3: Community Relationships- Develop and cultivate relationships with school sites and community members to expand and maintain SLMH collaborative efforts. This includes the following task and performance indicators:

- A. Develop and maintain therapeutic rapport with parents and care providers to allow for improved client or student functioning.
- B. Utilization of collaboration hours, integration into PBIS-SW program.
- C. Collaborate with care providers, social workers, outside agencies, and school staff.
- D. Exhibit objectivity and openness to others views.
- E. Work with area counties and utilize internal health care navigators to connect families with staff who can help them apply for health insurance benefits.
- F. Utilize the Affordable Care Act, the Minnesota Health Care Exchange, and MNSure to assist uninsured and underinsured families to understand access the health insurance options available to them.
- G. Attend school conferences and school functions to provide psycho education and information on SLMH services.
- H. Safely and effectively deliver services across environments with changing access to resources.

SECONDARY RESPONSIBILITIES

Performs miscellaneous projects and completes various tasks as requested by management.

JOB SPECIFICATIONS

Education, Experience and Credentials

- Current and valid licensure as LICSW, LMFT, LP or LPCC
- Master's degree in behavior sciences
- Previous experience with children, adolescents and families in a therapeutic arena
- Must have reliable transportation, and a valid driver's license, acceptable driving record based on agency driver eligibility requirements, acceptable criminal background check based on agency and Department of Human Services guidelines.

- Minimum Qualifications: Mental Health Professional or a clinically supervised Mental Health Practitioner working as a Clinical Trainee

Level of Access for Electronic Protected Health Information

None

Knowledge, Skills and Abilities

- Current and valid licensure as LICSW, LMFT, LP or LPCC
- Master's degree in behavior sciences
- Previous experience with children, adolescents and families in a therapeutic arena
- Must have reliable transportation, and a valid driver's license, acceptable driving record based on agency driver eligibility requirements, acceptable criminal background check based on agency and Department of Human Services guidelines.

Preferred qualifications:

- Experience collaborating with school systems and school personnel
- Proven success collaborating on interdisciplinary teams

PHYSICAL REQUIREMENTS

Employee must be able to:

- Hear and speak in order to use telephones and communicate with people inside and outside the office.
- Physical ability to move around the office area and in the community throughout each work day.
- Visual ability to review detailed reports and information, and to use the computer for keyboarding.
- Bend at the waist or crouch for filing charts in the filing cabinets.
- Physical ability to do some lifting.

TOOLS AND EQUIPMENT USED

The employee must be able to:

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

WORK ENVIRONMENT

The employee must be able to tolerate transporting clients in their own vehicles, entering clients' homes, and interacting with clients at different functions. Seasonal weather conditions and frequent changing from inside/outside work environment are required. There are many duties performed in the office setting