

Position Description:

Mental Health Resource Center is seeking an **Intake Clinician** in Jacksonville to work with its Comprehensive Services Center (CSC) Program.

The Clinician provides clinical services to individuals served in the Comprehensive Services Center (CSC). Assesses an individual's need for psychiatric treatment and provides appropriate referrals to community resources and Comprehensive Services Center (CSC) services. Works with individuals to reduce psychiatric hospitalizations and ensure individuals obtain services in the most appropriate and least restrictive setting.

This is an ideal opportunity for an individual who is dedicated to providing a caring environment that provides high quality services and enjoys working in a team atmosphere.

The essential functions of the Intake Clinician include, but are not limited to:

- Provides initial screenings and assessments for persons requesting CSC services and crisis intervention.
 - Using Baker Act criteria and DSM V standards, evaluates and assesses any crisis telephone calls, scheduled appointments and/or walk-ins to determine need for services.
 - Conducts screenings and assessments on individuals and documents all pertinent data according to CSC policy and procedures.
- Completes biopsychosocial assessments on all persons needing clinical services.
 - Based on assessments, completes diagnostic impressions.
 - Identifies appropriate service types and frequency to address diagnostic impressions.
 - Develops initial treatment plan.
 - Conducts suicide risk assessments and identifies individuals in need of acute care.
- Determines and implements appropriate level of care, according to the needs identified during the evaluation process and according to procedures.
- Ensures appropriate follow up and monitoring so the individual served continues in treatment with appropriate clinical program, if judged necessary.
- Assures the accuracy, completeness and confidentiality of the clinical records.

- Maintains current knowledge of the Baker Act, new forms or procedures, etc.
- Acts as advocate interpreting Baker Act to other agencies, family or concerned parties to assure conformity with patient's rights for both the patient's and staff welfare.
- Completes financial documentation.
- Remains current regarding all prescribed procedures related to third party payer notification and pre-certifications pertaining to outpatient assessments and inpatient admissions.
- Assesses and monitors for risk, symptoms of trauma, and indications of abuse, neglect and/or abandonment. Uses appropriate reporting mechanisms.

Position Requirements:

In order to be considered, a candidate must have a Master's Degree in Mental Health Counseling or related field required.

One year of experience working with chronically mentally ill population required.

Valid Florida Registered Intern (IMH, ISW, or IMT) preferred.

Valid Florida License (LMHC, LCSW, or LMFT) preferred.

Certification in FARS preferred.

One year demonstrated experience in emergency services preferred.

Must demonstrate in the RBHS/MHRC Electronic Health Records (EHR) and Patient Information System within three months of employment.

Proficiency in Microsoft Office, Outlook and use of the Internet required.

Requires interactions with individuals who may have a mental illness; interactions may take place in an office setting, emergency services, or locked inpatient unit.

Must exercise judgment required of position. This includes, but is not limited to, managing work tasks independently, recognizing life threatening situations, safety risks, abuse, neglect, or other emergencies and responding appropriately.

Must be able to interact appropriately with internal and external customers, including individuals served, their families and support systems, community resource providers, and other department professionals.

Position Details:

This position is a Full Time Days position: Monday through Friday (may work occasional evenings)

The full time position offers a comprehensive benefits package.