



*Making a Difference...One Life at a Time*

## **HUMAN RESOURCE MEMO**

To: All Employees  
From: Margaret Lamar  
Date: December 21, 2021  
Re: Job Posting

### **Mental Health Provider/Clinical Coordinator – Full-time position (Faith Cottage)**

The position requires the ability to act as a primary care Mental Health Provider and a Clinical Coordinator. As a Mental Health Provider you will be responsible for providing clinical services to our clients. This may include, but is not limited to, individual and group counseling, family counseling, and case management. This position includes responsibility for overall operation and management of the Therapeutic Group Home Program, consultation and collaboration with third party providers, and other relevant activities as assigned by the Clinical Supervisor.

#### **DUTIES AND RESPONSIBILITIES:**

1. Provide individual and group counseling sessions as specified by the Clinical Supervisor, COMAR and other relevant licensing or regulatory authorities, CARF, and/or program requirements.
2. Provide behavioral and mental health consultation to residential staff.
3. Exhibit professional behavior as dictated by the Cedar Ridge Professional Code of Ethics.
4. Monitor and maintain Maryland provider license; report child abuse or neglect in accordance with organization policy; and understand/meet HIPAA standards for confidentiality and sharing of personal health information (PHI).
5. Participate in and provide weekly supervision, working to insure that clinical work is performed according to established quality standards and other duties as determined by programmatic need or Clinical Supervisor.
6. Assist with the creation and implementation of treatment team models with staff by conducting team meetings and providing or arranging for team building activities as needed.
7. Assist with the development of therapy goals and objectives for each resident; insure that all clinical services are documented in accordance with governmental regulations as well as Cedar Ridge's policies and procedures.
8. Participate on the Therapeutic Group Home admissions team.
9. Handle emergency situations either personally or through a delegated staff member.
10. Participate in the on-call rotation with other designated staff.
11. Participate and/or lead outings and other seasonal recreation and extracurricular opportunities in the community including, but not limited to, biking, hiking, boating, water skiing, swimming and snow skiing.
12. Interact with the community in order to assure a positive reputation for the program.
13. Conduct workshops or address relevant groups in order to disseminate the program philosophy and techniques to other organizations or interested personnel.
14. Other designated duties as specified by Clinical Supervisor.

#### **JOB QUALIFICATIONS:**

1. Qualified applicants must possess at a minimum a Masters of Professional Counseling or Master of Social Work, be licensed to practice or have the ability to be licensed, and the ability to work independently in the state of Maryland.
2. Must possess a demonstrated capacity to understand youth with severe emotional disturbance issues with a variety of diagnoses including intellectual disabilities and sex offenses.
3. Must have demonstrated ability to work cooperatively as part of a team, and possess organizational abilities. Must be detail orientated with sufficient capability to organize and complete tasks and documentation in a timely and efficient manner within established timelines.
4. Must accept and affirm a Judeo-Christian world view in both personal and professional life. This affirmation includes agreement with the Cedar Ridge Statement of Faith, the personal practice of spiritual disciplines, and behaviors consistent with traditional moral values.
5. Successful applicants must be able to subscribe to the American Association of Christian Counselors Code of Ethics.
6. Must be 21 years of age or older and possess a valid driver's license with a good driving record.

If interested or would like further details please see Margaret or Twila in the Human Resource Department. Application deadline is Tuesday, December 28, 2021 at 4:30 pm. We will advertise this position outside the organization. However, employees who apply will be given consideration in the selection process as we look at the best way to fill this position.

**DEPARTMENT HEADS:** Please post this job opening in a central area within your department so that staff are aware and have access.

Children's Home & School ☐ WCRH-90.5FM