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## LICENSED MENTAL HEALTH THERAPIST

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**REPORTS TO:** Behavioral Health Manager  
**FLSA CATEGORY:** Exempt  
**EEO CATEGORY:** Professional

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### POSITION DESCRIPTION

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This position will be accountable for the effective delivery of behavioral therapy services to patients of HealthWorks. This individual is responsible for coordination of mental health and substance abuse treatment to support a healthy environment and healthy behaviors for our patients. Participating in a multi-disciplinary team approach to patient care.

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### ESSENTIAL FUNCTIONS

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1. Provides direct clinical services to mental health clients, including substance abuse, intake, programmatic education, individual, couples, family and group therapy using Evidence Based Practices.
2. Assess substance abuse and mental health patients for the appropriate level of treatment. Prepares reports of findings and recommendations.
3. Completes questionnaires or forms as required by insurance companies or other third-party resources.
4. Provides clinical and/or indirect services to referral sources, i.e., schools, law enforcement, social services, etc., as requested and approved.
5. Provides emergency/on-call services as scheduled.
6. Participates in appropriate professional development opportunities both through HealthWorks' opportunities and external sources.
7. Participates in scheduled staffing, care review and other quality assurance activities.
8. Scores and reviews psychological questionnaires as needed.
9. Counsels patients to assist in treatment of dependencies, life adjustments and making or accepting changes.
10. Collaborate with other BHS providers if needed for higher level of care or medicated assisted therapy.
11. Maintains standard of expected minimum direct service productivity and therapeutic responsibility for the collection of fees.
12. Provides follow-up and after care planning services as needed.

## **RESPONSIBILITIES**

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- Timely and accurately prepare appropriate treatment plans with client involvement.
- Clinical assessments and clinical notes must be completed in 72 hours.
- Maintains case records to reflect course of treatment and prepares needed reports of treatment as requested.
- Timely prepares clinical notes for each clinical session.
- Expeditiously discharges inactive clients in order to accurately report active and inactive clients.
- Develops and maintains a positive working relationship with other Health Works Staff and community providers.
- Provides individual, marital, family, and group services as appropriate to meet the patient's needs.
- Makes appropriate referrals through case-management services.
- Participates in quality assurance.
- Maintains the Agency standard of expected minimum direct service productivity. When we are up and fully functional it is expected that productivity will range from 6 to 8 patients a day depending on circumstance.

*Other Duties/Responsibilities:* As requested and assigned.

*Supervisory Responsibilities:* None

*Budgetary/Fiscal Responsibility:* None

*Policy and Procedure Interpretation and Development:* Responsible for understanding and implementation of all HealthWorks policies and procedures as they apply to the position. Skilled in development of substance abuse program.

*Contact with Others:* Daily coordination with providers, patients, and clinic staff.

## **JOB REQUIREMENTS/EXPERIENCE**

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*Education:* Master's or Doctoral degree in social work, psychology, psychiatric nursing, or related field required.

*Knowledge, Skills, and Abilities:* Excellent verbal, written and interpersonal communication skills, ability to function independently and as a team member; proficient with Microsoft Office, Outlook, Internet Explorer; ability to assess, evaluate, explain, teach, problem-solve and perform calculations; willing to accept feedback and suggestions.

Experience: Five (5) years' experience in providing mental health and substance abuse therapeutic counseling.

Licenses/Certifications: Current unencumbered license in the State of Wyoming.

## **BEHAVIORAL EXPECTATIONS**

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### Clinical Quality and Patient Safety

- Assumes personal responsibility for providing quality service, comfort and responsiveness as perceived by patients, visitors, physicians, and co-workers.

### Service Excellence and Employee Engagement

- Demonstrates self-initiative and the ability to adapt to the challenges, conflicts, and ambiguities inherent to the position. Exhibits reliability and dependability. Reports to work on time and as scheduled. Demonstrates the willingness to accept other tasks as assigned. Exhibits ethical behavior and honesty.
- Demonstrates a commitment to individual growth and expansion of knowledge as it attributes to the position. Actively and aggressively initiates action to improve performance. Recognizes the value of teamwork and works cooperatively with others.
- Demonstrates a commitment to HealthWorks' mission, vision, and values.

### Physician and Community Relations

- Works in partnership with Cheyenne Regional Medical Center, clinic physicians and other community providers.

## **PHYSICAL REQUIREMENTS**

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1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made upon request to enable individuals with disabilities to perform the essential functions.
2. Ability to speak, understand, and communicate the English language effectively. Ability to hear adequately on the phone or in person and group settings.
3. Ability to work in front of a computer screen and keyboard, sitting and/or standing up to 8-10 hours per day (possibly longer if overtime is required).
4. Ability to work in a normal office environment conditions using various office equipment including (i.e. computer, keyboard, mouse, calculator, copier, printer, fax, scanner, telephone). Mobility necessary to access various offices and a wide variety of meeting settings.

5. Mobility necessary to perform a variety of tasks that involve standing, walking, sitting, stooping, kneeling, bending and twisting, occasionally climbing stairs or using an elevator, possibly reaching chest high and overhead for materials.
6. Possess faculties, mobility and ability necessary to access research and interpret information from a variety of media (e.g., computer screen, projected images, printed material) and individuals.

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### **WORK ENVIRONMENT**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

All HealthWorks' facilities are tobacco-free.

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### **EXPOSURE TO HAZARDS**

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Housekeeping products, sterilization equipment and chemicals, needles, high noise levels caused by dental equipment, chemicals found in dental materials and products, such as acids and disinfectants, biological hazards such as blood borne pathogens, infectious diseases, contaminated wastes, saliva, and radiation.

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### **HOURS OF WORK / ATTENDANCE REQUIREMENTS / PAY RANGE**

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Hours of work may vary, regular attendance is required.

The pay range for this position is between \$65,000 and \$85,000 depending on credentials, experience and benefit package selected.

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### **TRAVEL**

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Travel may be required for training, conference participation and off-site visits.

## BLOOD/FLUID EXPOSURE RISK

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### **Blood/Fluid Exposure Risk: (Check the appropriate category)**

- Category I:** Tasks routinely involved in potential for mucous membrane or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.
- Category II:** Usual tasks do not involve exposure to blood, body, fluids or tissues but job may require performing unplanned Category I tasks.
- Category III:** Tasks involved no greater exposure to blood, body fluids or tissues than would be encountered by a visitor. Category I tasks are not a condition of employment.

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Employee Signature

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Date

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Supervisor Signature

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Date