

**GREENE COUNTY EDUCATIONAL SERVICE CENTER**
**Mental Health Therapist and Outreach Consultant**  
**Job Description**

Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

**Title:** *Mental Health Therapist and Outreach Consultant*
**Reports to:** Director of Mental Health & Prevention Services and assigned Mental Health Supervisor

**Employment Status:** Full Time & Part-Time

**FLSA Status:** Exempt

**General Description:** *Provide and document community-based mental health services, including diagnostic assessment, treatment planning, individual/group/family psychotherapy, and crisis intervention to youth in various community settings. Provide debriefing and consultation to staff in partnering organization(s) assigned to:*

- *Data collection and reporting on community based outreach activities and clinical services;*
- *Implement health promotion and trauma prevention activities.*
- *Work closely and cooperatively with community child serving organization(s) partners and administration to increase knowledge and use of trauma informed practices.*

**Qualifications:**

- Valid Ohio Professional License and Certification
- Knowledge of and adherence to ethical standards of profession
- Demonstrate a sincere desire to aid all youth, families, staff, and the community, and display compassion, kindness and tolerance
- Good health, high moral character, and acceptable attendance record
- Computer Literacy; demonstrate competence in using computer-related programs including Electronic Health Records
- Current in the field of practice through continuing education
- Valid driver's license
- Pass BCI and FBI verifications, and the Federal Exclusion Employee Checklist as required by the Ohio Medicaid Program

**Responsibilities and Essential Functions:**

- Provide and document person-focused mental health services to the children and families in the assigned organization(s), in accordance with GCESC and GCESC-MHS policies and procedures; adhere to all applicable and State, Federal, OHMAS, and CARF laws, rules and standards. These mental health services will include:

- Diagnostic Assessment;
- Individual Counseling/Psychotherapy;
- Group Counseling/Psychotherapy;
- Family/Parent Psychotherapy;
- Crisis Intervention;
- Community Psychiatric Supportive Treatment;
- Consultations;
- Debriefing
- Actively involve parents/guardians in youth's treatment
- Meet productivity standard established for the position
- Keep direct supervisor informed concerning all areas of responsibility
- Participate in supervision and subscribe to the evaluation process
- Attend required in-service trainings and staff meetings
- Participate in local, state, and/or national conferences and seminars in order to keep abreast of improvements, innovations, and changes in the field; keep current on continuing education requirements
- Participate in QA/PI activities; serve on QA/PI committees on a rotating basis
- Work cooperatively with all GCESC staff
- Be aware, sensitive and attentive to cultural diversity issues
- Report Major Unusual Incidents as mandated by law and policy
- Participate in after-hours crisis coverage
- Be punctual and maintain acceptable attendance record

**Other Duties and Responsibilities:**

- Other duties as assigned by Director of Mental Health & Prevention Services and direct supervisor
- Serve on time-limited committees and workgroups
- Help reduce stigma of mental illness
- Role model positive attitude, tolerance, self-regulation, integrity, strong work ethic and a compassionate approach to others
- Serve as a role model for youth in how to conduct themselves as citizens and as ethical, responsible, and intelligent human beings.

**Competencies Required:**

- Client Orientation
- Assessment
- Diagnosis
- Treatment Planning
- Counseling/Psychotherapy (individual, group & family); approaches based in research and accepted clinical practice; judicious use of best practice models
- Community Psychiatric Supportive Treatment (CPST)
- "Medical Necessity" Requirements
- Documentation & Writing Skills; complete paperwork accurately, within timelines and according to GCESC-MHS policies & procedures, and OHMAS, Medicaid & CARF standards

- Crisis Intervention
- Outcomes
- Consultation
- Linkage and Referral
- Advocacy
- Termination, timely closings and aftercare/follow-up
- Professionalism, positive attitude & teamwork
- Productivity
- Participation in QA/PI activities
- CPR, CPI, First Aid, and Blood-Born Pathogens certifications
- Cultural Competency
- Punctual, timely and acceptable attendance record

**Working Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for adverse contact with aggressive, disruptive, and/or unruly individual.

**GOVERNING BOARD OF THE  
GREENE COUNTY EDUCATIONAL SERVICE CENTER**

**Mental Health Therapist and Outreach Consultant**

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The Greene County ESC is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age or disability. This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's director, supervisor, appointing authority, or designee. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

\_\_\_\_\_  
(Superintendent or designee)

\_\_\_\_\_  
(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I understand that I am obligated to abide by the regulations specified in the most current copy of the Governing Board Personnel Policy Manual.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)