

MENTAL HEALTH PROFESSIONAL

SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE



Division:	Behavioral Health Services
Reports To:	Clinical Director of Behavioral Health Services
Group/FLSA Status:	Program Specialist / Exempt
Revised:	3/2/2022

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Mental Health Professional applies clinical knowledge, skills and values in the differential diagnosis and treatment of psychosocial function, disability, or impairment including addictions and emotional, mental and behavioral disorders. Interventions require a plan based on differential diagnosis. Services may include, but are not limited to, the provision of psychotherapy to students, employees, families and groups.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Conducts diagnostic assessment(s) and other assessments as required;
- Develops individual treatment plan and progress reviews;
- Provides individual and group therapy as needed;
- Completes necessary documentation in timely, professional, and ethical manner;
- Communicates with families to update them about progress or concerns of students;
- Assists staff in child crisis management as needed;
- Collaborates with schools, Social Services, and other providers;
- Helps promote Southwest/West Central Service Cooperative mental health programming to community and other professionals;
- Provides nonclinical and clinical supervision to mental health staff as required;
- Certifies that services provided are medically necessary;
- Submits data for third party billing as required;
- Provides in-service training and professional development for school districts and other entities;
- Provides good public relations and customer service with staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Comprehensive knowledge of the principles and practices of a Mental Health Professional;
- Comprehensive knowledge of the code of ethics per licensing board;
- Comprehensive knowledge of child crisis management;
- Thorough knowledge of third party billing requirements;
- Ability to perform best practice standards;
- Ability to listen empathetically;
- Works with school districts and other agencies to develop, coordinate and facilitate employee mental health services, including individual and group psychotherapies;
- Works with school districts to develop, coordinate and facilitate student mental health services, including individual and group psychotherapies;
- Develops and maintains appropriate clinical records and case files, including but not limited to, diagnostic assessments, treatment plans, progress notes, case notes, discharge summaries and professional correspondence;
- Collects and aggregates pre/post intervention data and summaries;
- Ability to maintain proper limits on professional expertise and know when to refer cases;
- Ability to demonstrate confidentiality;
- Ability to establish and maintain effective working relationships with students, parents, teachers, administrators, social services, and other professionals;
- Ability to handle a variety of assignments or problems independently;
- Ability to apply a variety of procedures and policies;
- Ability to communicate effectively and professionally, both verbally and in writing with students, parents, teachers, administrators, social services, and other professionals;
- Ability to present to small groups and large groups;

- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology, and related software.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

Master's Degree in Social Work, Psychology, Marriage and Family Therapy, Clinical Mental Health Counseling or Counseling.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Licensed Graduate Social Worker (LGSW), Licensed Independent Clinical Social Worker (LICSW), Licensed Psychologist (LP), Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC) or Licensed Professional Counselor (LPC);
- Minimum of 30 hours training in licensing supervision, maintaining 6 hours related continuing education annually;
- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Clinical Director of Behavioral Health Services;
- Provides nonclinical supervision to Social Worker(s) as required.
- Provides clinical supervision to Social Worker(s) as required.
- Provides clinical supervision to Mental Health Practitioner(s) as required.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Serves more than one school district.
- Business travel is required.
- Work may require long hours including early morning, evening, and weekend activities.
- Work is performed during the traditional school year and may include some additional days during the summer.
- This is sedentary work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.