

RIVER HILLS COMMUNITY HEALTH CENTER

Position Description

POSITION TITLE: Licensed Behavioral Health Therapist

DEPARTMENT: Behavioral Health

ACCOUNTABILITY: Behavioral Health Director

OSHA CLASSIFICATION: 2

STATUS: Exempt

POSITION SUMMARY: The therapist provides therapies to individuals, couples, children, groups and families to promote optimum mental health. The therapist utilizes their unique skills and treatment modalities to meet the needs of the individual requesting services. Therapists work with individuals with Obsessive Compulsive Disorders, Depression, Adjustment Disorders, ADHD, Bereavement, Anxiety Issues, Phobias and other persistent mental health issues. Therapists are responsible for initial assessment, diagnostic summary, treatment plan, progress notes, discharge summary and referral for other services. Therapists write reports to the court upon request and testify in court when subpoenaed. This position is responsible for demonstrating case management skills to consult with other agencies as needed.

DUTIES AND RESPONSIBILITIES:

1. Maintain confidentiality of records relating to clients' treatment.
2. Encourage clients to express their feelings and discuss what is happening in their lives and help them to develop insight into themselves and their relationships.
3. Guide clients in the development of skills and strategies for dealing with their problems.
4. Prepare and maintain all required treatment records and reports.
5. Counsel clients and patients, individually and in group sessions, to assist in overcoming dependencies, adjusting to life, and making changes.
6. Collect information about clients through interviews, observation, and tests.
7. Act as client advocates to coordinate required services or to resolve emergency problems in crisis situations.
8. Develop and implement treatment plans based on clinical experience and knowledge.
9. Collaborate with other staff members to perform clinical assessments and develop treatment plans.
10. Evaluate clients' mental condition based on review of client information.
11. Meet with families, probation officers, police, and other interested parties to exchange necessary information during the treatment process as requested by the client.
12. Refer patients, clients, or family members to community resources or to specialists as necessary.
13. Counsel family members to assist them in understanding, dealing with, and supporting clients.
14. Evaluate the effectiveness of counseling programs and clients' progress in resolving identified problems and moving towards defined objectives.
15. Modify treatment activities and approaches as needed to reflect changes in clients' status.

16. Learn about new developments in their field by reading professional literature, attending courses and seminars, and establishing and maintaining contact with other social service agencies.
17. Discuss with individual clients their plans for life after leaving therapy.
18. Gather information about community mental health needs and resources that could be used in conjunction with therapy.

Operational Efficiency of Organization

1. Participates in utilization management and risk management activities.
2. Supports diagnostic and E&M coding accuracy, adherence with the corporate compliance plan, attainment of productivity targets, and claims preparation for third party reimbursement.
3. Maintains confidentiality and privacy in accordance with RHCHC policies and procedures and HIPAA guidelines.
4. Complies with Corporate Compliance Program policies and code of conduct, and all laws, rules and regulations relating to the position. Has a duty to report any suspected violations of the law or the standards of conduct to his/her immediate supervisor, the HR Director, or the Compliance Officer.

Administrative Activities

1. Participates in quality improvement review activities on a periodic basis, including systematic review of records and treatment plans.
2. Develops guidelines for practice in collaboration with physicians and psychiatrists.
3. Participates in research activities when indicated.
4. Participates in development of behavioral health care plans to support grant applications.
5. Attends department meeting and practice management meetings.
6. Participates in the development of the behavioral health expense budget and supports delivery of services within budgetary guidelines.
7. Participates in information system planning.
8. Consistently follows all RHCHC policies and procedures.

Community Outreach

May participate in community activities that support the mission of RHCHC.

Other Duties as Assigned

JOB ACCOUNTABILITIES:

1. Assumes responsibility for quality of medical services rendered to clients.
2. Provides professional perspective and direction in development of the behavioral health plan and strategic plan for RHCHC.
3. Collaborates in ensuring the viability of the organization through adherence with budgetary guidelines, and attainment of productivity targets.

4. Contributes insight to assure alliance of organizational mission with needs of medically underserved community.
5. Delivers direct patient care services.

MINIMUM QUALIFICATIONS:

Education:

1. Graduation from an accredited master's social work or behavioral health education program.
2. An advanced level license by a state professional certifying body that is permitted by law to provide care and services without direction or supervision.

Knowledge, Skills and Abilities:

1. Current and active licensure as a Licensed Independent Social Worker, Licensed Mental Health Counselor or other license that allows the individual to provide independent care and services is required.
2. Maintains CEUs as required for continued active registration.
3. Demonstrated professional commitment to providing services to medically underserved persons.
4. Ability to communicate effectively both orally and in writing.
5. Computer literate in electronic mail and word processing
6. Current Basic Life Support (BLS) or Cardiopulmonary Resuscitation (CPR) training certificate

Physical Requirements:

1. Ability to walk, bend, kneel, stoop, and lift 10 pounds without assistance.
2. Hearing which allows for adequate understanding during therapeutic conversation
3. Visual acuity which allows for observation during therapeutic sessions

Employee

Date

Manager/Supervisor

Date

Administrative Approval Of Job Description: By _____ Date: _____