

ALTA CARE GROUP

Job Duties and Requisite Work Skills

T.O. Position Number: _____

F.T.E. _____

Division: Behavioral Healthcare

Position Series/Service Area: Line Staff/Clinical

Position Category: School-Based Mental Health
Therapist

Job Description Effective Date: 10/07/2019

Worker Name: _____

Credentials: _____

FSLA Exempt Status: Yes No

Working Title: School-Based Mental Health
Therapist

Effective Date: _____

Clinical Supervisor: _____ **Date:** _____

Administrative Supervisor: _____ **Date:** _____

Worker Signature: _____ **Date:** _____

GENERAL RESPONSIBILITIES

Delivery of clinical services to clients of Alta Behavioral Healthcare within the school environment, office or community as appropriate according to Alta policies, procedures and accepted guidelines.

SPECIFIC ESSENTIAL FUNCTIONS OF THE JOB

Code 1-99	Major Area	Letter A-Z	Specific Responsibilities
1.	Clinical Interventions	A.	Provide individual counseling services for youth when clinically indicated.
		B.	Perform family counseling services when clinically indicated and work collaboratively with the schools to develop good working relations between schools and families.
		C.	Conduct group counseling services when clinically indicated.
		D.	Perform parent counseling and/or education when clinically indicated.
		E.	Provide all therapeutic interventions primarily in the school setting, but also within the setting that is most clinically indicated, to include office, home, or other community setting.
		F.	To provide consultation to schools regarding effective and efficient behavioral techniques.
		G.	To provide as needed, Diagnostic Assessments of youth prior to the development of appropriate treatment/service plans, and as appropriate thereafter.

- H. To conduct as needed and as directed by the client's service plan, activities of an experiential/therapeutic nature, which focus on improving interpersonal functioning and self-esteem with, targeted youth.
 - I. To provide individual and/or family crisis interventions, which periodically may involve intensive, non-time limited intervention, when indicated.
 - J. To provide crisis intervention services, to include verbal mediation interventions, to protect the client and/or other's well being.
2. Community Support
- A. Initiate and provide Community Support (case management) services including assessment, linkage, advocacy, and referral as client needs become apparent and as developed in the ISP.
3. Case Consultation
- A. Provide case consultation with school staff, Alta staff, and other community health providers as may be necessary to address client treatment goals and client continuity of care needs.
 - B. To attend and participate in regularly scheduled treatment and other team/group meetings within Alta or at the schools in order to discuss relevant clinical issues.
4. Clinical Record Maintenance
- A. Develop a comprehensive treatment plan (ISP) as per Alta procedures as soon as goals and objectives of therapy can be elucidated.
 - B. Review the ISP with the client/family according to Alta procedures and timelines as appropriate for school-based services.
 - C. Maintain compliance with state and/or Alta outcome measures to assure appropriate completeness, timeliness, and utilization with consumers in developing treatment goals and assessing treatment progress.
 - D. Make progress note entries for each session or school-based service per Alta policies.
 - E. Securing necessary release of information to obtain previous records, testings, evaluations and consultations when needed.
 - F. Maintain accurate and detailed file records as required by Alta I.C.R. procedures.
5. Support to the Agency
- A. Assist the Clinical Director and/or Department Director/Supervisor in collecting and compiling objective data so as to accurately assess success of services as they relate to targeted service outcome goals.
 - B. If appointed, serve on the C.Q.I Committee.
 - C. Attend Team/Departmental/Alta staff meetings.
 - D. Participate in staff and program development by attending continuing education and in-service training.

- E. Attend and participate in regularly scheduled and other supervision activities.
- F. Perform other duties as assigned by Department Director/Supervisor.
- 6. M.I.S. Time Accounting
 - A. Maintain and file on a timely basis accurate time accounting as required by Alta's management information system to account for employee's activities and for billing purposes.

WORK RELATIONS/CHARACTERISTICS

1. Efficient use of time.
2. Prompt completeness of assigned tasks.
3. Thoroughness in carrying out job responsibilities.
4. Understand and conform fully to professional ethical standards.
5. Maintain flexibility in adjusting to Alta and external policy changes.
6. Maintain considerate interaction with colleagues and supervisors which respect the rights of others and fosters their confidence and cooperation.
7. Initiative in carrying out job responsibilities.
8. Loyalty to Alta interests.
9. Analytic and organized approach to problem solving.
10. Effectiveness in meeting position/Alta productivity requirements as applicable.
11. Sensitivity to cultural and economic characteristics of a diverse service population.

SPECIFIC ESSENTIAL CONDITIONS OF EMPLOYMENT

1. Physical ability, with reasonable accommodation if necessary, to perform specific responsibilities included in job description.
2. Ability to write legibly and operate computer/phone equipment, with reasonable accommodation if necessary.
3. Ability to provide transportation for self as needed.
 - A. Possess a valid Ohio Driver's License.
 - B. Current auto liability insurance to the limits required by the Ohio Department of Motor Vehicles.
4. Citizen of the United States.
5. Absence of past criminal activity, which would bring into question professional and personal integrity as it implies to the position responsibilities.

MINIMUM QUALIFICATION

1. Degree in counseling, social work, marriage and family therapy or other related field and licensure with the State of Ohio Counselor, Social Worker, and Marriage and Family Therapy Board as a LPC, LPCC, LSW, or LISW, MFT, LIMFT or registered (or eligible to register) as a Counselor, Social Work Trainee, or Marriage & Family Therapy Trainee.

PREFERRED QUALIFICATIONS

1. Licensed Psychologist, P.C.C. or L.I.S.W. licensed by the Ohio State Board of Counseling and Social Work Board.
2. Masters Degree, Licensed in Counseling or Social Work by the Ohio State Board of Counseling and Social Work or eligible for such.

3. Prior experience as a child/adolescent Therapist.