

PEND OREILLE COUNTY

JOB DESCRIPTION

DEPARTMENT: Counseling Services

TITLE: Mental Health Professional

CREATED: Pre-2008

REPORTS TO: Clinical Director

Reviewed/ Revised: 1/12/12

HR reviewed: 1/20/12

BOC approved: 1/30/12

BASIC FUNCTIONS:

Provide professional mental health services to consumers of this Agency and the contracted Behavioral Health Organizations. Services include, but are not limited to, outpatient individual, group and family therapy, crisis services and case management. Works cooperatively and effectively with the public and other employees. This is an exempt, union position with designation as a DMHP.

QUALIFICATIONS:

1. Master's degree from an accredited institution in mental health counseling, social work or other closely related field.
2. Possess a valid State of Washington issued credential to practice as a counselor, without restriction, probation, or limiting condition or threat thereof, or proof of application must be provided within 30 days of beginning employment.
3. Possess a valid National Provider Identification Number (NPI), or proof of application must be provided within sixty (60) days of beginning employment.
4. Possess education, training or experience, which clearly demonstrate knowledge and skills related to the treatment of psychiatric disorders.
5. Must be able to exercise discretion and independent judgment in all areas of job performance including adherence to appropriate professional boundaries and strict confidentiality practices in regard to client activities and documentation.
6. Able to apply clinical judgment, ethics and accountability to formulate and implement treatment plans and other clinical documentation.
7. Must demonstrate the ability to handle stressful and crisis situations tactfully and appropriately.
8. Must possess a valid driver's license.
9. Must successfully pass a background check, a driving record check and a pre-employment physical.
10. Is not a State or Federal (OIG) and System for Award Management (SAM) excluded provider, in any capacity for the Medicare, Medicaid, and all Federal health Care programs.

ESSENTIAL JOB FUNCTIONS:

1. Abide by ethical standards developed by the appropriate professional associations, this County and Agency, for counselor, social workers or psychologists. Although not inclusive these standards require you to respect clients, maintain client boundaries and confidentiality.
2. Maintain professional credentials required for the service being provided. Including CEU credits as needed to maintain credentials.
3. Complete all training required by the WAC and RCW's within the required time frames.
4. Be familiar with and follow the laws of the State of Washington and the Federal government as they pertain to mental health practice.
5. Be familiar with and follow Agency and County Personnel Policies and Procedures.

6. Be familiar with Interagency Agreements that pertain to clinical practice.
7. Attend training to improve clinical skills. This includes training provided by Pend Oreille County Counseling Services and other qualified trainers. Provide training to staff as requested.
8. Maintain records in accordance with requirements of law, contractual requirements and Agency policy.
9. Provide individual, family and group counseling. Practice standards for managed care as it applies to clinical practice. Provide consumer driven service in a culturally sensitive manner.
10. Have fundamental understanding of DSM IV, or its successor, psychiatric disorders, psychotropic medications, brain physiology and demonstrate a working knowledge of the various theoretical models of psychotherapy, behavioral counseling and other Evidenced Based Treatments.
11. Provide mental health assessments, develop and implement treatment plans, provide case management referral and coordination with other mental health professionals and allied treatment providers, to include psychiatrists, IEP coordinators, and other community based agencies.
12. Participate as a team member of this Agency by attending staff meetings and actively participating in agency meetings. Develop a positive working environment by treating agency staff members with respect and courtesy. Exercise sound judgment with problem solving and conflict resolution skills. Encourage others to achieve high levels of quality and successful working relationships. Promote team effectiveness, promoting trust, commitment, and Agency pride.
13. Attend regular supervision with the Clinical Director to maintain quality of care. Respond to requests from supervisors in a timely manner. Use time effectively. Keep appointments and be at work and at meetings on time.
14. Encourage and participate in community networking. Support treatment team meetings developed by other agencies. Attend community meetings as requested and approved by supervisors.
15. Provide crisis response as required. Practice appropriate crisis intervention skills. Respond in a timely manner to requests for crisis intervention. Respond immediately to requests from staff for crisis situations in Agency. Refer individuals for follow up services as needed. Provide DMHP services as required (see DMHP job duties).
16. Perform other duties and assignments as requested by the Director, Clinical Director or other Services Manager.

WORKING CONDITIONS:

Work in a variety of settings supporting individuals, families and groups within the community, to include office, client's residence, schools, hospitals, jails and other public venues; continuous contact with staff and the public. Standard risks associated with community mental health services to persons with chronic and serious mental health problems, drug and alcohol problems, developmental and physical disabilities, to include possible exposure to violent behaviors and/or contagious diseases, such as hepatitis. Expect periods of sitting, standing and walking. Routine travel required throughout the county and region, in all seasons. Hand-eye coordination and fine manipulation skills are necessary to operate computers and various office machines, as well regular manual signing of name to required documents. This position also requires handling of client charts, up to 30 pounds and variable after-hours crisis services.

Employee Signature

Date

Director Signature

Date

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The statements herein are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and conditions required of personnel so classified. It does not constitute a contract, commitment or promise of any kind.