



Job Description

Position Title: Mental Health Clinician
Program: as designated
Supervisor: as designated on the organizational chart
FLSA Status: Non-Exempt (Hourly)
Effective: August 2021

Summary: Under the direct supervision of the individual designated on the agency Organizational Chart, the Mental Health Clinician is responsible for clinical assessment, creation and or oversight of a service plan and implementation of that plan through therapeutic interventions. This position provides the support necessary to assist the client in attaining a maximum functional level. The Mental Health Clinician may participate in the internal and county utilization review process.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Support individuals with active listening, demonstrate empathy and carry a message of hope and recovery.
- Provide client assessments and formulate service plans regarding intensive long or short-term treatment.
- Observe, assess, intervene and refer (within one's scope of practice) in situations with clients regarding mental health symptoms, physical health symptoms and substance use issues.
- Assists clients and family/caregivers in understanding treatment and the use of therapy and medication. Deliver therapeutic services to clients and family/caregivers, including but not limited to, individual therapy, group therapy and family therapy.
- Works with a multi-disciplinary team to provide integrated psychosocial rehabilitative services and attend meetings to ensure continuity of care for clients.
- Reviews client assessments, client plans and progress notes to assist PSCs with training and accuracy to meet MediCal billing standards.
- Participates in the internal and county utilization review process.
- Accurately complete all necessary forms, reports and paperwork required by the program on a timely basis (e.g., progress notes, special incident reports, discharge summaries, Medi-Cal billing, Avatar forms, HMIS).
- Acts as a designated Mandated Reporter for the observed or suspected abuse and/or neglect of children, disabled individuals, dependent adults and elder/senior citizens. Mandated Reporter also includes "Duty to Warn" which includes the responsibility to notify authorities and the intended victim(s) of physical harm.

- Coordinates, or assist in, special research or projects when needed or assigned, including creating, preparing and distributing special reports.
- Ensure the protection and confidentiality of all Protected Health Information (PHI) by following all policies and procedures in the Agency HIPAA Manual.

Supervisory Responsibilities: Possible supervision for employees obtaining hours for licensure.

Measures of Performance: The Mental Health Clinician shall be considered to be performing in an acceptable manner when the following have been accomplished:

1. Interpersonal Skills – Responds promptly to colleagues and/or client needs. Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control managing difficult or emotional situations; Remains open to others' ideas and tries new things; Shows respect and sensitivity to all people including those with cultural differences; Promotes a harassment-free environment; Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Reacts well under pressure.
2. Communication – Speaks and writes clearly; Listens and gets clarification; Tailors the content of speech to the level and experience of the audience; Uses appropriate grammar and choice of words; Organizes ideas clearly; Responds well to questions; Demonstrates group presentation skills; Participates in meetings; Ensures that others involved in a project or effort are kept informed about developments and plans.
3. Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback constructively; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed; Is open with other team members about his/her concerns; Is able to see the merits of perspectives other than his/her own; Demonstrates openness; Makes agreements/commitments and follows through.
4. Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
5. Quality and Quantity – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality; Meets productivity standards and completes work in a timely manner.
6. Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Master's Degree in the field of psychology, counseling or social work.
- Two (2) years of professional experience in a mental health related setting providing direct services.
- Knowledge of the theories, principles and techniques of family, group and individual therapy, as well as the planning, development and implementation of comprehensive service plans.
- Knowledge of principles and techniques of diagnostic assessment and interviewing, and the social psychological and physical aspects of mental disorders.
- Experience with Medi-Cal requirements is desirable.
- Work experience with persons who have substance abuse problems, preferably individuals who are dually diagnosed (mental health & substance abuse) is highly desirable.
- Knowledge of 12-Step Programs and/or personal experience with substance abuse recovery is highly desirable.
- Demonstrated knowledge of group work principles and the ability to work effectively with groups.
- Consumer of mental health services or a family member of a mental health consumer is desirable.

Language Skills:

- Demonstrated ability to read, analyze and understand directions and documentation in English.
- Excellent English written communication skills, with demonstrated clarity and accuracy in writing, grammar, and punctuation.
- Excellent English verbal communication skills with the ability to effectively communicate with agency employees, clients and all individuals inside and outside the Agency.
- Demonstrated abilities in effective communications to include writing and maintaining clear and accurate case notes and reports, rehabilitation planning, statistical reporting and evaluation.
- Demonstrated ability to prepare correspondence independently.
- Bilingual or multi-lingual skills are desirable.

Mathematical Skills:

- Demonstrated ability to work with numbers (add, subtract, multiply and divide, using whole numbers, common fractions and decimals) using a calculator.

Reasoning Ability:

- Ability to interpret a variety of instructions and documentation presented in various forms.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to solve practical problems that deal with abstract and concrete variables.

Computer Skills:

- Must be computer literate with experience in word-processing, email and the internet. Microsoft Office experience preferred.
- Knowledge of, and/or experience working with, Sacramento County’s Avatar forms and system is **highly desirable**.

Certificates, Licenses, Registrations:

- Must meet the qualifications of a Licensed Professional of the Healing Arts (LPHA) and be in the beginning process of obtaining hours for licensure in one of the following professional categories:
 - a. Registered Associate Marriage and Family Therapist (AMFT)
 - b. Registered Clinical Social Worker (ASW)
 - c. Registered Associate Professional Clinical Counselor (APCC) OR
 - d. Licensed Clinical Psychologist
 - e. Licensed Clinical Social Worker (LCSW)
 - f. Licensed Marriage and Family Therapist (LMFT),
 - g. Licensed Professional Clinical Counselor (LPCC) OR
 - h. Be in the final phase of obtaining licensure for any of the above stated professions and be registered with the Board of Behavioral Sciences
- Provide own vehicle, possess a valid California Driver’s License and current vehicle insurance is desired.

Other Skills, Abilities, and Job Requirements:

- Ability to pass clearance of the Federal Bureau of Investigation (FBI) and/or Department of Justice (DOJ) background screenings.
- Work overtime as requested and approved.

Physical and Emotional Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is required to:

V – Very Often / F – Frequently / O – Occasionally / R - Rarely							
Sit	v	Use keyboard	v	Stoop, kneel, crouch or crawl	o	Hear	v
Stand	v	Use hands to feel	v	Climb or balance	o	Talk	v

Walk	v	Reach with hands/arms	f
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Must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The Agency's client population may consist of homeless individuals with a persistent mental health diagnosis which employees may come into contact with. In addition to mental health issues, this population may also have a variety of physical health issues and communicable diseases.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.