



**NEW DIRECTIONS COMMUNITY  
OUTREACH SERVICES, INC.**

*Taking The Community In A Positive Direction*

---

## **JOB DESCRIPTION**

**Job Description:** Licensed Mental Health Professional (LMHP)

**Job Objectives:** The (LMHP) is the senior clinical position in the organization. This position functions are consistent with what is noted in the Program/Service Description, Department of Behavioral Health and Developmental Services and Department of Medical Assisted Services.

**Supervisor:** Chief Executive Officer

### **Primary Responsibilities:**

- To implement the strategic goals and objectives of New Directions Community Outreach Services (N.D.C.O.S).
- To provide vision and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives
- Assures that the organization, its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders.
- LMHP or a license-eligible mental health professional must perform the assessment, face to face in the home. If a license-eligible professional performs the assessment, the assessment must be reviewed with the LMHP within 24 hours of conducting the assessment to collaboratively determine the client's diagnosis. A LMHP or a license-eligible mental health professional must make the diagnosis.
- General oversight of clinical service delivery by providing direct and or indirect supervision to Case Managers and Outreach Specialist (Counselors). This include face to face supervision and feedback relative to consumer assessments, admissions, treatment plan development and implementation, treatment plan modification and discharge planning.
- A Licensed Mental Health Professional (LMHP) or a license-eligible mental health professional must provide clinical supervision at regular intervals. LMHP or a license-eligible mental health professional must provide clinical supervision weekly, with individual face to face supervision occurring at least every other week. Group supervision may occur on the other weeks.

- A clinical supervisor (LMHP or a license-eligible mental health professional) must be available for face to face or phone consultation when services are being provided.
- Supervision must be documented by the LMHP or a license-eligible mental health professional providing the supervision activity. A supervision log or note must be placed in the client's file documenting that supervision was provided. A more detailed note written by the supervisor summarizing the meeting and noting any recommendations must be maintained in a separate supervisor's file.
- Review and cosign all treatment plans.
- Assist the Program Director and Case Managers in oversight of the quantitative and qualitative records review process for client files; assurance of compliance with contract, accreditation, and licensure expectations and standards.
- Provide presentations, both formal and informal, that effectively describe the New Directions Community Outreach Services model of services offered. Provide presentations to all types of referral systems; Department of Juvenile Justice (DJJ), Human or Social Services, Managed Care, Schools and Family Assessment and Planning Team (FAP Teams)

**Knowledge, Skills and Abilities:**

- Experience in managing organizational projects to include balancing competing priorities, complex situations and tight deadlines
- Excellent written, verbal, and interpersonal communication skills
- Ability to be articulate, concisely, compellingly, and diplomatically
- Skilled in managing and interacting with a staff of different cultural and demographic backgrounds.
- Ability to think strategically, critically and creatively
- Ability to interact effectively with counterparts within and outside of N.D.C.O.S
- Ability to foster and model an effective customer service
- Ability to coach, counsel and develop employees, including those of different racial, cultural and demographic backgrounds.
- Ability to provide management direction in an environment of change; willingness to make difficult and challenging decisions
- Ability to provide clear expectations and directions
- Ability to solve complex problems

**Required Qualifications:**

- Licensed as a; Clinical Psychologist, Licensed Professional Counselor (LPC), Licensed Clinical Social Worker (LCSW) or Licensed Marital and Family Therapist (LMFT)
- Must possess a minimum of five years work experience in a business related environment.
- Must have direct management responsibility in a work environment where six (6) or more staff members were directly supervised.
- Must have experience in risk management and program oversight.
- Must have experience working with at risk children and families
- Employee must be certified as being tuberculosis free
- Employee must clear criminal background and CPS registry checks