



JOB DESCRIPTION

Job Title: Mental Health Specialist (Counselor)

Job Objective: To provide the necessary mental health treatment and social supports through individualized counselling and life skills training to adults 18 or older who, due to mental illness, would otherwise have trouble maintaining community stability and independence. Some major areas of focus include daily living skills training, accessing community resources, health and safety, financial management and social supports. Mental Health Support services are individualized, client centered and facilitated in the clients home and their community

Mental Health Specialist's (Counselors) are expected to model through their behaviors and attitudes the values of New Directions Community Outreach Services, INC as outlined in the Policy and Procedures Manual. Services are time-limited interventions provided typically, but not solely, in the home of the client who is either at risk of being moved into an out-of-home placement, being transitioned back into a home from an out-of-home placement due to a documented need of the client, or working with a centered based client.

Immediate Supervisor: Case Manager

Primary Responsibilities: Clinical Services are primarily to be provided via face-to-face involvement with the client and other family members primarily within the home although they may occur in various community settings. The Counselor is required to assist in the development and implementation of the person-center, recovery-based treatment plan. The activities associated with the primary responsibility of this Qualified Mental Health Professional (QMHP) are:

- Ongoing assessment of treatment needs.
- Assist in the development and ongoing monitoring and implementation of Individual Service Plan

- Work with clients to foster the development of new improved coping, problem solving, and communication skills.
- Case management functions of linking, arranging for services and referrals
- Maintain continuous contact with the identified consumer and other key stakeholders (with signed authorization to release information) in planning and service delivery. These stakeholders might include but are not limited to social workers, psychiatrists, court officials and police, teachers (if applicable) and other human service professionals
- Educate client and if applicable caregivers/family members regarding existing community services, and act as an advocate in connecting client/families to these services
- Respond to family crisis on a 24 hours, seven day a week basis
- Maintain up-to-date client records, and prepare required/necessary reports in a timely and accurate manner
- Attend court and appointments as necessary
- Establish a good working relationship with other public and private agencies/services and interface collaboratively with them

Knowledge, Skills and Abilities: The Mental Health Specialist (Counselors) is required to provide service coordination activities for the ISP development and implementation as follows:

- Ability to provide and/or deliver various skill building activities
- Ability and skills for enhancing caregiver roles
- Ability to assist consumers in developing daily and community living skills
- Ability to assist consumers in development of leisure time interests/ activities
- Knowledge skills and ability for symptom monitoring and management
- Ability to assist consumers in developing behavior and anger management skills
- Ability and skills to maintain required confidentiality regarding client case materials in compliance with the Commonwealth of Virginia Human Rights Code 2007 and Health Insurance Portability and Accountability Act (HIPAA)
- Knowledge skills and abilities to provide closure and aftercare planning for each family/client

- Ability and skills to work with individuals who have serious emotional disturbances and who may be hostile, oppositional and volatile, while at all times maintain composure and behave in a dignified manner.
- Knowledge about normal adolescent development
- Knowledge about abnormal adolescent behavior
- Knowledge and a firm understanding of family developmental issues
- Skills and abilities necessary to develop/write the required direct or collateral/stakeholder contacts in progress note format.
- Knowledge of effective parenting skills

Supervision: LMHP or a license-eligible mental health professional will provide clinical supervision weekly, with individual face to face supervision occurring at least every other week. Group supervision may occur on the other weeks.

Academic/Work Experience: To qualify as a QMHP (Qualified Mental Health Professional) to provide services, the individual must have the designated clinical experience and must:

- i. be a physician; or
- ii. have master's degree in psychology from an accredited college or university with at least one year of clinical experience; or
- iii. have a social work bachelor's or master's degree from an accredited college or university with at least one year of clinical experience with clients; or
- iv. be a registered nurse with at least one year of clinical experience with children, adults, and/or adolescents; or
- v. have at least a bachelor's degree in a human services field or in special education from an accredited college and with at least one year of experience

Clinical experience means providing direct clinical services to persons with mental illness. It includes supervised internships, practicum's, and field experience. A human services field is defined as social work, psychology, sociology, or counseling.

Training: Staff must be trained certified in: Cardio Pulmonary Resuscitation (CPR), First Aid, TOVA and become orientated to the company guidelines, policy and procedures, and take part in staff trainings as they occur

Additional Requirements:

- Employee must be certified as being tuberculosis free
- Employee must clear criminal background and CPS registry checks

Counselors are required to use their personal vehicles for visits and for engaging in community activities. Therefore, at the time of hire Counselor's must provide proof of Driver's license and proof of Automobile Insurance. Should a Counselor receive a moving traffic violation at any time after their hire date the Counselor must notify the Program Director about the incident the next business day after receiving the violation. Further, Counselors will be taken off the schedule in the event they have any lapse in automobile insurance coverage.

Employee Signature

Date