



Employee: _____

Employee/Intern/Practicum Qualification Checklist

- Bachelors Degree in The Human Service Field*
 - ❖ 1 Year of Full Time Clinical Experience with Adolescents or Adults
- Bachelors Degree in an Unrelated Field*
 - ❖ 5 Semester Credits or Equivalent in The Human Service Field
 - ❖ 3 Years Full Time Clinical Experience
- 90 Hours of Classroom Training & 12 Weeks of Experience Under the Direct Supervision of a QMHPA*
 - ❖ 1 Year Experience Including 12 Weeks of Supervised Experience
- Associates Degree in The Human Service Field*
 - ❖ 1 Year Experience Providing Direct Service to Individuals with Mental Illness
- A Valid Drivers License*
 - ❖ Has Auto Insurance
 - ❖ Has a Good Driving History

Knowledge, Skills, and Abilities

Knowledge

- Knowledge of ACA Code of Ethics
- Knowledge of Counseling and Psychological terminology.
- Knowledge of Human Rights
- Knowledge of Person Centered Theoretical Practices and Planning
- Knowledge of Symptoms and Behaviors associated with Mental Health Diagnosis
- Knowledge of The 12 Core Functions of Counseling
- Knowledge of Verbal De-escalation

Skills

- Team oriented experience and leadership ability
- Demonstrated ability in establishing and meeting priorities and goals.
- Ability to read and comprehend instructions, short correspondence, memos, business correspondence, and all other mental health related documents.
- Ability to write clear, concise, and accurate.
- Capable of establishing positive interpersonal relationships with a broad range of people.
- Effective oral and written communication skills.
- Basic mathematical skills required.
- Able to solve complex problems and deal with a variety of barriers to client treatment
- Able to operate computer, printer, copy and fax machines, calculator, and other office equipment.

Abilities

- Ability to Train individuals on Functioning Skills and Appropriate Behavior based on individual needs
- Physically able to sit, stand, move up and down stairways, talk and hear, drive to and from community Resources.
- Physically able lift and/or move up to ten pounds and occasionally lift and/or move up to twenty pounds.
- Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.
- Ability to reason effectively and interpret a variety of instructions furnished in written or oral form.
- Ability to work with minimal supervision.
- Ability to function autonomously and make individual decisions when appropriate.
- Ability to interact with a variety of individuals and the ability to meet deadlines as required

Signature _____

Date _____

By signing above, the Hiring personnel attest that the potential employee meets the qualifications, Knowledge, Skills, and Abilities necessary to perform the duties of a Mental Health Professional.