



QUALIFICATION REQUIREMENTS for MENTAL HEALTH PROFESSIONAL (MHP)

- The Employee may qualify for employment as a Mental Health Professional (QMHP-A) if they have a Bachelor's Degree in the Human Service Field, with at least one year of full time direct clinical experience working with either Adolescents or Adults. Must have the desire to work with individuals who have been diagnosed with a mental illness and has often consulted with other Mental Health Professionals to provide effective courses of treatment.
- The Employee may qualify for employment as a Mental Health Professional if they have at least a bachelor's degree from an accredited college in an unrelated field that includes at least 15 semester credits (or equivalent) in a human services field and who has at least three years of full time clinical experience.
- The Employee may qualify for employment if have a minimum of 90 hours classroom training and 12 weeks of experience under the direct personal supervision of a QMHP-Adult providing services to individuals with mental illness and at least one year of experience (including the 12 weeks of supervised experience).
- Also...has an associate's degree in a related field (social work, psychology, psychiatric rehabilitation, sociology, counseling, vocational rehabilitation, human services counseling) and at least one year of experience providing direct services to individuals with a diagnosis of mental illness
- The Employee must have a Valid Drivers License, Auto Insurance, and 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



JOB DESCRIPTIONS AND DUTIES

Mental Health Professional/MHSS Professional

1. Work closely with clients, their families, and their support system, build a rapport with clients,
2. Train clients in functional skills and appropriate behavior in regard to individual’s health and safety, activities of daily living, and use of community resources.
3. Train and assist clients on medication management, as well as monitoring their health, nutrition, and physical condition.
4. Work toward enabling individuals to achieve and maintain community stability and independence in the most appropriate, least restrictive environment.
5. Coordinate screening, intake, and orientation of client’s to MHSS services.
6. Consult with clients, case manager, and supervisor when clinical concerns interface with a client's inability to successfully complete services.
7. Record keeping and chart upkeep, as well as documentation of all sessions with clients. Document case activities for both clinical and billing purposes.
8. Maintain an ethic and professional identity as indication in the American Counseling Association Code of Ethics. (The Code of ethics and professionalism can be associated with employee’s helping profession, ex. “social workers code of ethics”).
9. Successfully discharge clients once goals are achieved.
10. Works with clinical supervisor to increase effectiveness of training interventions.
11. Convey information and referrals to clients, as well as community resources.
12. Manage a small case-load of clients, providing services on a regular basis while utilizing short-term, solution focused treatment strategies.
13. Assist with developing client treatment plans, assessing client needs, and helping the clients work toward achieving short term and long term goals.
14. Coordination of care, collaborate with other case involved service providers in order to achieve client betterment.
15. Attend supervision with clinical supervisor to increase effectiveness of training interventions, treatment planning, professional identity/functions, and ethics.
16. Professional development.
17. Consult with and communicate with clients, case managers, clinical director/supervisor, and other P.I.L employees.

Clinical Director/Supervisor: Reports to the Executive Director/CEO

Mental Health Professional/Counselor: Reports to the supervisor

Name **Signature** **Date**

By signing above, the employee agrees that they have received a copy of their job description. The employee attest that they qualify for the position based on their Experience, Knowledge, Skills, and Abilities, all of which are necessary to perform the associated duties.