

<b>Job Title:</b>	Mental Health Clinician I	<b>Position #:</b>	CS-
<b>Job Family:</b>	Clinical Services	<b>FLSA Classification:</b>	Exempt (Salaried)
<b>Reporting Supervisor:</b>	Program Supervisor/Director	<b>Salary Level/Range:</b>	CS-8
<b>JOB DESCRIPTION</b>			
<p><b>JOB SUMMARY:</b> The Mental Health Clinician I provides individual and group services as a part of a multi-disciplinary team of behavioral health professionals to provide or coordinate rehabilitation and community support services for clients who are seeking treatment for mental health and substance use disorders.</p> <p><b>ESSENTIAL FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Complete intakes, assessments, and individualized treatment plans as appropriate;</li> <li>2. Works closely with other staff as a member of a multi-disciplinary treatment team to achieve the best outcomes for the clients;</li> <li>3. Identifies precipitating events, gathers histories of mental, emotional and physical disabilities, alcohol and drug use and substance abuse disorders, past mental health services and criminal justice contacts; assesses family, social, and work relationships; conducts mental status assessments; documents a multiaxial DSM diagnosis; writes and implements or supervises implementation of a treatment plan; conduct and documents mental health assessments; and provide mental health treatment and rehabilitative services within the scope of his or her practice;</li> <li>4. Develops and maintains strong collaborative relationships with a wide range of community partners, including, but not limited to: County DHS and Health Departments, Adult Community Justice, Public Health, and other programs and departments;</li> <li>5. Provides individual, group, family counseling, and case management, working collaboratively with treatment team members and other agencies;</li> <li>6. Complete clinical chart reviews, as assigned;</li> <li>7. Maintains accurate documentation of all services in client files in EHR within agency stated timelines;</li> <li>8. Leads psycho-educational, skill development, process, gender-specific, and family groups as assigned;</li> <li>9. Works closely with referral sources, keeping them informed on the progress of the clients, as needed and appropriate to client confidentiality per HIPAA and 42 CFR and Oregon statutes;</li> <li>10. Models appropriate counselor behavior to other staff; helps train and orient new staff to the program as necessary;</li> <li>11. Completes training/certification required to perform mental health crisis work and possibly be part of the MH crisis rotation;</li> <li>12. Other related duties as assigned.</li> </ol> <p><b>ORGANIZATIONAL RESPONSIBILITIES:</b></p> <ol style="list-style-type: none"> <li>1. Performs work in alignment with the BestCare's mission, vision, values;</li> <li>2. Supports the organization's commitment to diversity, equity, and inclusion by fostering a culture of open-mindedness, cultural awareness, compassion, and respect for all individuals;</li> <li>3. Strives to meet Program/Department goals and supports the organization's strategic goals;</li> </ol>			

4. Adheres to the organization's Code of Conduct, Business Ethics, Employee Handbook, and all other relevant policies, procedures, and other compliance needs;
5. Understands and maintains professionalism and confidentiality per HIPAA, 42 CFR, and Oregon Statutes;
6. Attends required program/staff meetings and completes assigned training timely and satisfactorily;
7. Ensures that any required certifications and/or licenses are kept current and renewed timely;
8. Works independently as well as participates as a positive, collaborative team member;
9. Performs other organizational duties as needed.

#### **QUALIFICATIONS:**

##### **EDUCATION AND/OR EXPERIENCE REQUIREMENTS:**

- Master's degree in psychology, social work, counseling, behavioral sciences, or related field required
- For individuals in recovery from substance-use disorder, must have maintained continuous recovery for the previous two years at the time of hire;

##### **LICENSES AND CERTIFICATIONS:**

- Must maintain a valid Oregon Driver License or ability to obtain one upon hire and be insurable under the organization's auto liability coverage policy (minimum 21 years of age and at least 3 years without any DUI or moving violations)
- QMHP or QMHP-R upon hire with ability/commitment to attain certification within 2 years

##### **PREFERRED:**

- Bilingual in English/Spanish a plus

**REQUIRED COMPETENCIES:** Must have demonstrated competency or ability to attain competency for each of the following within a reasonable period:

- Ability to provide treatment for mental health and substance-related disorders including client evaluation and individual, group, family, and other counseling techniques following program policies and procedures for client case management and recordkeeping, and recording information timely and accurately in the client files in accordance with program policies and procedures and applicable OAR's;
- Proficiency in MS Office 365 (Word, Excel, Outlook), EHR platform, databases, virtual meeting platforms, internet, and ability to learn new or updated software;
- Strong interpersonal and customer service skills;
- Strong communication skills (oral and written);
- Strong organizational skills and attention to detail, accuracy, and follow-through;
- Excellent time management skills with a proven ability to meet deadlines;
- Critical thinking skills;
- Ability to maintain strict confidence as required by HIPAA, 42 CFR, and Oregon Statutes;
- Ability to build and maintain positive, collaborative relationships with staff and a range of community partners;
- Ability to function well and use good judgment in a high-paced and at times stressful environment;
- Ability to manage conflict resolution and anger/fear/hostility/violence of others appropriately and effectively;

- Ability to work effectively and respectfully in a diverse, multi-cultural environment;
- Ability to work independently as well as participating as a positive, collaborative team member.

**TOOLS AND EQUIPMENT USED:** Standard office equipment including computer/laptop, copy/fax/scanning machine, printer, and telephone or multi-line phone.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:** The work environment is respectful, multi-cultural and inclusive, and the characteristics described above 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 position requires the employee to dress in a manner that meets the standards for professional attire at Best Care or per department-or job-specific requirements (See Dress Code Policy in Employee Handbook). Other working conditions/demands include:

- Primarily indoors (95%)
- Must wear required Personal Protective Equipment (PPE)
- Must wear attire as prescribed for staff working in Medical Services
- Frequently sits at a desk, stands, walks, bends/stoops, reaches above/below shoulders, uses arms, wrists, hands, and grasps/squeezes
- Occasionally twists, crouches/squats
- Must be able to perform repetitive tasks/motions, have good manual dexterity
- Must be able to lift/carry up to 20 lbs. frequently and push/pull 21-75 pounds occasionally
- Must be able to hear alarms/telephone/audio/normal speaking voice
- Must have clarity of vision: Near (<20"); Mid (>20" to < 20'); Far (> 20')
- Must be able to drive motor vehicle to perform job
- May be exposed to communicable disease

**ACCEPTANCE AND EQUAL EMPLOYMENT OPPORTUNITY:**

BestCare provides equal employment opportunities to all employees and applicants for employment without regard to race, color, national origin/ancestry, religion, sex, sexual orientation, gender, gender identity, marital or family status, age, genetic information, expunged juvenile record, military status or performance of duty in a uniformed service, physical or mental disability, or any other characteristic protected by local, State, or Federal laws, regulations, or ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

I have received, reviewed, and accept the above job description and understand that this does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the business needs for the employer and requirements of the job change.

<b>Employee Name (Print):</b>		<b>Date:</b>	
<b>Employee Signature:</b>			