



Evergreen
Youth & Family Services
Strengthening Youth. Preserving Families.

JOB DESCRIPTION

JOB TITLE: Mental Health Therapist

SUPERVISOR: Evergreen Youth Services Program Director

STATUS: Exempt

SUMMARY: The Mental Health Therapist is responsible to provide diagnostic assessments, therapy, and counseling and support services for a mixed caseload including adults, adolescents, and families experiencing mental health issues, communication challenges, or family conflict. This is an opportunity to work as part of a dynamic multi-disciplinary team, providing services to a broad spectrum of clients. This position must be filled by an individual who has the ability to conduct third-party billing for services. The Mental Health Therapist will be familiar with other services and resources in the community and work closely with them to provide information and support when required.

DUTIES:

1. Maintain confidentiality of records relating to clients' treatment.
2. Gather information about community mental health needs and resources that could be used in conjunction with therapy.
3. Act as a client advocate to coordinate required services or to resolve emergency problems in crisis situations.
4. Evaluate clients' mental condition based on review of client information, interviews, observation, tests, and collaboration with other staff members to perform clinical assessments and develop treatment plans.
5. Conduct initial family assessments and refer patients, clients, or family members to community resources or to specialists as necessary.
6. Develop and implement treatment plans based on DA, clinical experience and knowledge.
7. Guide clients in the development of skills and strategies for dealing with their problems.
8. Encourage clients to express their feelings and discuss what is happening in their lives, and help them to develop insight into themselves and their relationships.
9. Counsel clients, individually and in group sessions, to assist them in overcoming dependencies, adjusting to life, and making changes.
10. Provide individual and family counseling services using family management principles to clients.
11. Modify treatment activities and approaches as needed to comply with changes in clients' status.
12. Meet with families, school staff, probation officers, law enforcement, and other interested parties to exchange necessary information during the treatment process.
13. Discuss with individual patients their plans for life after leaving therapy.
14. Provide collateral consultation as appropriate as well as court testimony as required.
15. Submit billing and other related paperwork in a timely fashion.
16. Maintain all professional licensure(s) required and provide prompt cooperation with third party credentialing for billing purposes.

17. Supervise other staff for licensure as assigned and supervise interns as requested.
18. Maintain up-to-date client and program records as required by funders and agency.
19. Prepare quarterly written reports on demographics, presenting issues, and outcomes, and summarizing project results, as required by funders and the agency.
20. Evaluate the effectiveness of counseling programs and clients' progress in resolving identified problems and moving towards defined objectives.
21. Prepare and maintain all required treatment records and reports.
22. Prepare and submit written quarterly and annual reports as required by funders and agency.
23. Maintain accurate records of expenditures, with receipts, for all employment-related activity.
24. Conduct activities related to compliance with federal and state laws related to mandated reporting, HIPAA, and the Data Privacy Act.
25. Learn about new developments in their field by reading professional literature, attending courses and seminars, and establishing and maintaining contact with other social service agencies.
26. Other duties as assigned by supervisor or the agency Executive Director.

QUALIFICATIONS:

1. Master's degree in Social Work or Psychology. Independent licensure as a LMFT, LICSW or LPCC and the ability to supervise. LPCs and LGSWs are also encouraged to apply.
2. Prefer candidate with five years of providing diagnostic assessment experience and therapy services to a full range of individuals from youth through adulthood, addressing a wide variety of problems and disorders, in a multicultural setting.
3. Must maintain professional licensure and/or certification throughout employment with this agency.
4. Must be able to work flexible work schedule that may include evenings and weekends on occasion.
5. Must have good interpersonal and telephone skills and work well with the public.
6. Must be a positive role model to staff, youth, families and the community.
7. Must maintain client, co-worker, and agency confidentiality and abide by HIPAA and the Data Privacy Act.
8. Must maintain the strictest confidentiality standards regarding employee and client information.
9. Must work cooperatively with county and tribal programs, school districts and other community service providers.
10. Must be free from alcohol and chemical dependency and must maintain this freedom for the full duration of your employment with the agency. If formerly chemically dependent, must have two years of freedom from alcohol and drug dependency preceding employment with the agency.
11. Must have reliable means of transportation and a valid driver's license. If you use your own vehicle for your work-related transportation, must have current vehicle insurance.
12. Must be insurable on Evergreen Youth & Family Services' auto policy.
13. Must successfully pass a drug and/or alcohol test.
14. Must successfully pass a Minnesota DHS Applicant Background Study, Bureau of Criminal Apprehension Criminal Background Check via the BCA website, and a sexual contact background check.
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COMPENSATION: \$51,898-\$68,462, Evergreen also offers a competitive cash benefits package, generous vacation/holiday/sick time/401 (k) match, and flexible scheduling.

TO APPLY: Please visit www.evergreenyfs.org to apply online. To be considered for the position applicants must submit cover letter, resume, and application online, mail to: Evergreen YFS, ATTN: Human Resources Director, PO Box 662, Bemidji, MN 56619 or email hr@evergreenyfs.org.

DEADLINE: Open until filled.

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AN EQUAL OPPORTUNITY EMPLOYER / ADA