

**JOB DESCRIPTION: SCHOOL-BASED THERAPIST**

Date: February 2021  
Pay Grade: 15 or 17  
Location: School Districts within CMH catchment area  
Supervisor: Clinical Director/Assistant Regional Director  
Exempt: Yes

**GENERAL PURPOSE:** To provide school-based mental health services to a diverse student population. Service goals include, but are not limited to, providing prevention, early intervention, and treatment services to students individually or in groups. Position provides crisis intervention services, including assessment, coordination, and follow up. Clinicians will provide continuity of care throughout the school year.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Delivers and documents individual, group, crisis intervention and case management services to clients designated by The Center and the school district. These services may be delivered at school site or via Televideo.
- Conducts mental health status examinations, screenings, and diagnostic assessment to establish differential diagnosis and treatment plans.
- Deliver person centered, culturally sensitive, trauma-informed assessment and treatment using evidence-based interventions.
- Utilizes a strengths-based approach in collaborating with family systems, school staff, and community partners. May participate in community collaboration and treatment team meetings in support of students.]
- Meets The Center’s standard and/or grant requirements for:
  - Client care/billable hours
  - Client outreach and engagement
  - Treatment planning
  - Documentation standards
- Maintains professional licensure and certifications as required for the program.
- Provides consultation, education and training to school personnel as requested.
- Participates in crisis assessment, coordination, and follow up in partnership with community-based service organizations, family systems, and Crisis Walk-In Center.
- Assists school counselors and social workers in providing case management services to students and families.
- Maintains client charts/documentation according to the standards outlined in the record keeping procedures, administrative procedures, and quality assurance procedures of the Center (DAP notes, CCARs, Service Plans, Diagnosis, etc).
- Attends staff meetings, individual and group supervision, required trainings, and other meetings as requested/required.
- Provides referral and linkage to community resources.
- Works cooperatively and constructively as part of an interdisciplinary team.

**Center-Wide Essential Duties and Responsibilities**

- Responsible for keeping client information confidential by adhering to Colorado law and policies and procedures for The Center.
- Responsible for compliance with applicable federal, state and local laws; professional practice acts and ethical guidelines; policies and procedures of The Center; and contractual guidelines.
- Responsible for supporting The Center's Vision, Mission, Values and Beliefs by practicing and modeling a culture of wellness.
- Completes all administrative paperwork and Qualifacts documentation/time sheet (billing and personnel/payroll) as requested/required.
- Completes required competency training in Relias and additional training as requested or selected by supervisor.
- Reviews and acknowledges Center policies and procedures as requested/required.

#### **MISC. DUTIES AS ASSIGNED**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

**SUPERVISORY DUTIES:** None

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

#### **Education or Formal Training:**

- Masters level degree in one of the recognized mental health professions required
- Colorado License preferred (LPC, LCSW, LMFT); must be license-eligible
- Training in conducting diagnostic evaluations to establish differential diagnosis and treatment plans
- Experience with youth facing challenging situations
- Experience in a school-based program preferred

#### **Knowledge, Skill and Ability:**

- Ability to work effectively with youth facing challenging situations
- Ability to conduct integrated assessments, mental status exams, differential diagnoses, service planning, case management and treatment
- Ability to summarize service themes from a variety of client contacts and communicate suggested improvements for service delivery
- A working knowledge of individual, group, family and crisis treatment approaches and their application to students with emotional, behavioral and/or substance use disorder problems
- Ability to communicate verbally and in writing in regards to youth needs and progress
- Ability to think and act quickly and calmly in emergency situations
- Ability to assess level of risk and make appropriate clinical judgment for resolution of client emergencies to effect a safe outcome
- Ability to produce accurate and timely written documentation as required by the Center and program
- Ability to communicate with community service agencies (i.e., schools, social services)

- Basic computer and keyboarding skills
- Ability to enter data in the Center's computerized record keeping system
- Some knowledge of psychotropic medications and medical information relevant to mental disorders preferred
- Ability to travel to other Center offices
- Ability to interact with people in a professional, friendly manner
- Ability to work independently as well as cooperatively and constructively as part of an interdisciplinary team
- Ability to think critically and independently
- Ability to adapt to change in the workplace
- Ability to use change as an opportunity for innovation and creativity
- Ability to inspire and model collaborative teamwork

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Works extended hours in front of a computer monitor
- Required to talk and hear
- Often requires sitting and use of hands and fingers, to handle or feel
- Occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl
- Vision abilities required by this job include close vision
- The noise level in the work environment is usually quiet to moderate
- May need to provide services in noisy and unclean locations in the community
- Requires use of personal vehicle
- Provides services in schools or other places in the community
- Ability to lift 10 pounds on a regular basis and over 25 pounds occasionally

**I have read this copy of my job description, discussed it with my supervisor and understand my responsibilities.**

The Center for Mental Health employment is at-will meaning the employment relationship may be terminated by either the employee or employer at any time, with or without cause or prior notice.