



Position Title: Licensed Mental Health Therapist

Statement of Duties

Duffy Health Center is a patient-centered medical home, and every role requires functioning effectively using a team-based approach. Position is responsible for providing clinical therapy services to clients, including individual and group treatment at Duffy Health Center’s main site and other locations at the direction of Duffy Health Center. Work includes assessing behavior, performing thorough intake assessments, diagnosing problems and developing treatment plans with measurable goals and objectives in conjunction with clinic team and outside agencies. This position is deemed essential* in the DHC Emergency Operations Plan.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

1. Diagnoses and treats patients with mental, addictive and behavioral disorders.
2. Organizes data concerning patient’s psychosocial history and onset of symptoms.
3. Determines nature and extent of mental disorders and formulates treatment program.
4. Participates in a multi-disciplinary approach to behavioral health care of patients and clients. The multi-disciplinary team consists of primary care providers, behavioral health staff, case managers, outside providers and others as needed to coordinate care: consulting, evaluating and making treatment decisions.
5. Conducts outreach to clients via phone calls and letters to follow up on cases.
6. Performs triage as needed and issues Section 12 involuntary transport to hospital if necessary/warranted.
7. Coordinates with patients and insurance companies to provide insurance authorizations.
8. Meets agency productivity standards.
9. Participates in department quality improvement initiatives.

Behavioral Health Department
Licensed Mental Health Therapist
May 6, 2020
FLSA Exempt



10. Provides informal departmental orientation with new staff.
11. May participate in the Utilization Review for the Behavioral Health Department.
12. Assists with co-workers responsibilities, as appropriate, during absences.
13. Attends and participates in a variety of meetings/committees, as required and including all clinical staff meetings scheduled weekly.
14. Provides input and feedback on matters of concern to the Behavioral Health Department.
15. Prepares, records and maintains all behavioral health client records in a timely manner, consistent with Massachusetts regulations, using the Duffy Health Center electronic medical records system.
16. Completes all required clinical and billing documentation timely according to Duffy Health Center policies.
17. Maintains current licensure and training in social work best practice models.
18. Works on special assignments, develops programs and provides services as deemed appropriate.
19. Other duties as assigned.

Supervision

Work is performed under the general direction of the Director of Behavioral Health. The employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee solves most problems of detail or unusual situations independently. Technical and policy problems or changes in procedures are discussed with supervisor.

The employee has access to confidential patient information and medical records.

Job Environment

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the

Behavioral Health Department
Licensed Mental Health Therapist
May 6, 2020
FLSA Exempt



limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision- making.

Errors may result in improper or compromised client care and/or adverse public relations.

The position has constant contact with patients, co-workers, outside agencies, outside organizations, providers, and lawyers. Contact usually occurs in person, via email and on the phone. The purpose for contact is to provide therapy, collect data and information, advocate for patients, and give or receive information and assistance.

Recommended Minimum Qualifications

Physical and Mental Requirements

Employee works in a healthcare office and is required to walk, sit, talk/listen and use hands more than 2/3rd of the time; and stand and reach up to 1/3rd of the time. Employee occasionally lifts up to 10 lbs., and seldom lifts up to 30lbs. Normal vision is required for the position. Equipment operated includes office machines, and computers. Employee may be exposed to hostile individuals and/or situations.

Requirements under the DHC Emergency Operations Plan

During a declared Emergency, staff deemed as Essential Personnel are expected to work onsite at Duffy Health Center and Non-Essential Personnel are expected to work remotely. This position is Essential and therefore this position may be expected to work onsite during a declared emergency.

Education and Experience

A candidate for this position must have a Master's Degree in Psychology or Social Work, and at least two (2) years of experience in social work; or an equivalent combination of education and experience.

Licenses and Certifications Required

Must be licensed as a LCSW, and/or LICSW, or LMHC and be a CPR/First Responder.



Knowledge, Skills and Abilities

A candidate for this position should have:

Knowledge of:

- Professional social work practices and procedures and evidence-based interventions
- Issues related to homelessness including: mental illness, substance abuse, criminal history, and physical and sexual abuse
- Protocol for handling crisis situations
- HIPAA regulations.

Skill in:

- A variety of treatment modalities including evidence-based practices
- Compassion and care for individuals at risk
- Effective written and verbal communication
- Assessing risk
- Conducting interviews
- Use of computers
- Use of electronic medical records
- Organization, and attention to detail.

And ability to:

- Maintain confidentiality of information
- Work effectively with an interdisciplinary team and independently
- Interact effectively and appropriately with at risk individuals and a diverse population, including homeless and at-risk clients
- Advocate effectively for client needs
- Accurately collect and record information, prepare reports and information
- Commit to the philosophy and mission of Duffy Health Center which serves the homeless and at-risk population, and to the team-based approach as part of PCMH.

Essential*

*Employees designated as "essential," a standard Incident Command term used in Emergency Management, typically work on-site to provide direct clinical care or management of such.

Non-essential*

*Employees designated as "non-essential," a standard Incident Command term used in Emergency Management, typically work off-site remotely to provide either clinical or administrative support to clinical operations.