

BITTERROOT VALLEY EDUCATION COOPERATIVE JOB DESCRIPTION

TITLE:	Mental Health Therapist
CLASSIFICATION:	Salaried-Under Bargaining Agreement
QUALIFICATIONS:	Must possess a license as a Montana Mental Health Professional.
REPORTS TO:	The Therapist shall report to the Co-op Assistant Director.
FUNCTION:	Performs professional counseling with emotionally disturbed students and their families in cooperation with a school based team or CSCT team. Provides supervision to unlicensed Behavior Consultant.

GENERAL DUTIES:

- Actively participates in staff meetings and offers constructive feedback and suggestions.
- Demonstrates ability to critically analyze job performance, respond to feedback and seek training and resources to improve service to students.
- Demonstrates high quality of work, including accuracy, neatness, thoroughness, punctuality, time management and technical expertise.
- Follows organizational master contract, policies, procedures, practices and professional ethics.
- Demonstrates adaptability to meet changing conditions and technology and positively respond to new opportunities, practices, and program improvement procedures.
- Understands and appropriately interprets the public law, rules, procedures, and best practices as they relate to students with disabilities.
- Demonstrates ability to consult with school personnel as needed and interacts in a positive manner with co-workers, school and community agency personnel.
- Exercises initiative and good judgment and demonstrates effective problem solving skills.
- Participates, as required, in school wide improvement plans.
- Treats all matters of students' disabilities and Co-op business in a confidential manner.
- Demonstrates ability to supervise and direct students as needed.

SPECIFIC DUTIES:

- Is clinically responsible for the delivery of evaluative, diagnostic and treatment services to assigned clients.
- Develops appropriate therapeutic treatment plans that involve necessary team members.
- Provides therapeutic counseling skills and techniques to the treatment of emotional disorders and dysfunctional behavior including individual, group and family therapy.
- Provides support to staff and students with de-escalation of behavior and crisis response under various conditions and settings
- Provides consultation to staff and participates in staffing of cases with mental health staff, school staff and other agencies.
- Monitors progress on treatment plan goals and updates interventions based on student response to treatment.
- Maintains complete clinical records on all clients as required by Co-op policies and administrative law.
- Completes paperwork and billing requirements.
- Provides supervision to less experienced clinical staff members as assigned by management.
- Bills Medicaid and other third parties according to standards established by management to sustain financial viability of mental health programs.
- Performs other duties as assigned by management.

*The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) both allow for reasonable workplace accommodations for qualified employees in need of such accommodations. While some duties may be modified for a qualified employee upon written request and agreement, all duties described in this job description are considered essential.

Revised Date 4/1/2015