**Job Description – Licensed Mental Health Professional – Masters/Doctoral**

| **Location** | Muskegon  Hart  Broadway  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
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| **Job Title** | **Licensed Mental Health Professional** | Type:  Full-time  Part-time  Sub-Contractor   Seasonal |
| Duties, responsibilities, and expectations | | |
| The **Licensed Mental Health Professional** works under the direct supervision of the Clinical Director and is responsible for mental health/substance abuse services requiring licensure.  **Job Duties** include provision of the following services to the agency’s clientele as outlined in the client care plans and/or treatment plans: Individual behavioral health counseling, Group behavioral health counseling, Marital/family behavioral health counseling, Psycho education, Multi-Family behavioral health counseling, Mental health diagnosis, Interpretation of diagnosis, Substance Abuse assessment, Treatment Plan, Crisis Stabilization Intervention  **Job Expectations:**   1. The **Licensed Mental Health Professional** expectations include but are not limited to full compliance with the policies and procedures of the agency, the agency’s accrediting body standards, and state and federal laws that govern this position. 2. The **Licensed Mental Health Professional** provides services in accordance with “the agency” Mission/Goals/Values and policy, accrediting body standards, and state/federal guidelines. 3. The **Licensed Mental Health Professional** provides services according to the prescribed client care plans and/or treatment plan. 4. The **Licensed Mental Health Professional** completes accurate, descriptive, timely documentation on services provided per “the agency” policy, accrediting body, and state/federal guidelines. 5. The **Licensed Mental Health Professional** oversees the work assignments of non-licensed staff including compliance/conformity with “the agency” policies and procedures, direct supervision, consultation, training, and direct observation of non-licensed staff provision of services. 6. The **Licensed Mental Health Professional** may also serve as a primary supervisor to non-licensed staff. 7. The **Licensed Mental Health Professional** has an expectation to complete billable time daily with assigned caseload and/or associated collateral entities. 8. The **Licensed Mental Health Professional** has an expectation to comply with training requirements of “the agency” and in accordance with accrediting body and state/federal guidelines. 9. The **Licensed Mental Health Professional** has an expectation to maintain professional relations with “the agency” by attendance at all meetings, at all assigned client-related functions, interfacing with collaterals/psychiatrist when necessary, and interacting in an appropriate manner to external queries. 10. The **Licensed Mental Health Professional** will be in full compliance with their governing organization’s standards, ethical practices, and treatment protocols. 11. The **Licensed Mental Health Professional** will also complete all other duties as requested, asked, or assigned by the agency which MAY include but is not limited to assistance with policy development, auditing, participation on committees, assistance with accreditation efforts, mentoring, shadowing, interfacing with other agencies, and monitoring. Placement and service on committees and/or officer duties and responsibility for all duties associated with assigned committee/officer (example: Training Committee, Policy and Procedure, Safety Committee, Corporate Compliance, Privacy Officer, Safety Officer, Performance Improvement Committee, Quality Assurance). | | |
| Preferences, Competencies, and Requirements | | |
| * The **Licensed Mental Health Professional** must pass all verification checks (references, job, education, credentials), background checks (criminal, child maltreatment, adult maltreatment, sex offender registry, any vulnerable population, immunization, fingerprinting, drug testing, driving record), and fitness for duty assessment prior to hire and delivery of services (**required**). * Independently Licensed Practitioner is an individual that is licensed to engage in private/independent practice by the appropriate State Board. The following licensure can qualify as Independently Licensed Practitioners: \* Licensed Master Social Worker (LMSW) \* Limited Licensed Master Social Worker (LLMSW) \* Licensed Marital and Family Therapist (LMFT) \* Licensed Psychologist (LP) \* Licensed Psychological Examiner—Independent (LPEI) \* Licensed Professional Counselor (LPC) \* Limited Licensed Professional Counselor (LLPC) \* Licensed Professional Counselor (LPC) \*Certified Addictions and Drug Counselor (CADC)\* Certified Advanced Addictions and Drug Counselor (CAADC) and/or any other Michigan Certification Board for Addiction Professionals (MCBAP) certifications (**required**). * Two or more years work experience in the mental health field preferred (preferred). | | |
| Signatures  By signing this job description, I attest that I have reviewed with an agency assigned representative the duties, responsibilities, competencies, and requirements associated with this position. | | |

**Developed: 9/13/18 Updated: 3/26/19 Reviewed:**