

Job Description



Title/Position: Mental Health Professional
Department: Clinic
Reports To: Clinic Director
Days/Hours: Full-time (64 hours per bi-weekly pay period)
FLSA Status: Exempt
Wage Scale: \$54,000-\$83,000
Effective: March 2020
Reviewed: January 2025

POSITION

Evaluate/diagnose mental and emotional disorders of individuals through interview, assessment, observation, and screening in order to:

- A. Make appropriate referrals
- B. Formulate a course of mental health treatment
- C. Provide treatment through direct clinical services as well as consultation with other providers.

STANDARD REQUIREMENTS

Education/Training/Qualifications: Master's degree in behavioral health sciences required; LICSW, LMFT, LPC, or LPCC. Must have current and unrestricted licensure.

Additional experience/qualifications:

- A. Must have an advanced knowledge of mental illness, personality development, knowledge of the types of treatment, and skills in conducting individual therapy.
- B. Skills in family and group therapy preferred.
- C. Strong communication skills are needed to interact with patients, patient's family members, multidisciplinary teams, community agencies, and other resources.
- D. Must possess psychosocial diagnostic skills, and the ability to communicate effectively in both verbal and written form.
- E. Must possess skills in de-escalation techniques.
- F. Possess time management skills
- G. Possess critical thinking skills

ESSENTIAL FUNCTIONS

- A. Performs a comprehensive psychosocial assessment that reflects an advanced understanding of mental illnesses, and psychosocial issues.
 - a. Demonstrates the ability to perform a comprehensive psychosocial assessment that examines presenting problems as well as relevant bio-psychosocial and environmental factors.
 - b. Completes and records therapist assessments within departmental time standards
 - c. Formulates a diagnosis using the current DSM criteria and develops an initial treatment plan, addressing identified needs, problems, and areas requiring further evaluation.
 - d. Coordinates referrals when indicated to the appropriate internal or community resources.
- B. Functions independently in providing psychotherapy to treat mental disorders, alleviate emotional distress, and facilitate adaptive behavior, personal growth and development.

- a. Demonstrates clinical expertise to achieve therapeutic outcomes with patients through the use of age-appropriate interventions that may include individual, group, or family treatment modalities.
 - b. Evaluates patient progress toward treatment goals and revises the plan of care as needed.
 - c. Documents patient progress in a clear, consistent, and timely manner.
 - d. Demonstrates the capacity to form a therapeutic alliance with patients and families.
 - e. Exercises clinical judgment and obtains consultation when needed.
- C. Collaborates with a multi-disciplinary team when needed for patient development and ongoing evaluation of the patient treatment plan.
 - a. Provides a treatment plan which reflects an advanced knowledge of psychotherapeutic interventions and an understanding of age-appropriate developmental needs.
 - b. Demonstrates in therapist plan of care adequate assessment of the needs and perception of the patients and patient's family members when applicable.
 - c. Evidences knowledge of the principles of leadership and effective team building in interactions with other team members.
- D. Complies with required standards for medical/legal responsibilities.
 - a. Adheres to mandatory reporting requirements for cases of suspected abuse, vulnerable adults and other child and adult protective services
 - b. Complies with procedures when serving as an informant for mental health or substance abuse commitments.
 - c. Provides patient and family education concerning the medical legal issued guardianship, commitment, and power of attorney
- E. Accountable to continuously improve and develop in the therapist profession of work and to support the continuous improvement of the department and institution.
 - a. Attends and/or participates in educational activities to improve clinical knowledge, enhance role performance, and increase knowledge of professional issues.
 - b. Participates in departmental and institutional committees and work teams as requested or assigned.
 - c. Collaborates with staff to identify and carry out continuous improvement plans for the Therapist/Behavioral Health practice.
- F. Demonstrates professional standards and conduct.
 - a. Maintains patient confidentiality by adhering to state, federal and AAHS regulation regarding release of information.
 - b. Demonstrates leadership ability and interpersonal effectiveness.
 - c. Demonstrates adaptability and flexibility in response to changing workloads and changes institutional/departmental demands.
 - d. Maintains ethical conduct and demonstrates appropriate therapeutic boundaries with patients and their families.
 - e. Provides evidence of current licensures and/or certifications.
- G. Serves as a resource in the areas of consultation and education.
 - a. Provides clinical consultation to enhance the abilities of others to provider quality care.
 - b. Develops and presents in-service programs for professional and community groups.
 - c. Provide overview of behavioral health program to existing and new employees.

- d. Represents AAH therapists through involvement in committees and the development of new programs.
- e. Performs other duties as specified by administration.
- f. Attend PAC, Med-Staff, behavioral health, and community meetings.

PHYSICAL AND MENTAL DEMANDS

Mental Demands: This job requires sustained mental effort and ability to deal with stresses that relate to residents, patients, families, and co-workers. Must possess highly developed planning and problem-solving skills and must be able to prioritize and meet deadlines. This job will require critical thinking skills that will be necessary for the tasks to be completed effectively and efficiently.

STANDARD REQUIREMENTS

- A. Support the mission, vision, and values of Appleton Area Health
- B. Teamwork is essential and good working relationships within the department and with other departments are crucial
- C. Follow Appleton Area Health Dress Code
- D. Always promote Appleton Area Health in a positive way

PHYSICAL WORKING CONDITIONS

- A. Travel to other facilities or locations may be required
- B. Will spend considerable time sitting throughout the day
- C. Remote work options available

HAZARDS/RISKS

- A. May be exposed to illnesses such as cold/flu, MRSA, and other illnesses in a medical setting. DON and DOFF PPE when necessary.

For physical and mental demands of the position and environment, see following description.

Physical and Mental Demands (The ADA requires employers to make reasonable accommodations for a person with a Disability. This information is needed to assist AAHS in meeting these obligations).				
PHYSICAL DEMANDS (FREQUENCY BASED ON AN 8 HOUR SHIFT)	NOT APPLICABLE	OCCASIONALLY 1-2.5 HR	FREQUENTLY >2.5-6 HR	CONTINUOUSLY >6-8 HR
STANDING		x		
WALKING		x		
SITTING			x	
REACHING ABOVE SHOULDERS		x		
REACHING AT WAIST LEVEL		x		
REACHING BELOW KNEE		x		
CLIMBING	x			
LIFTING ABOVE SHOULDER <10 LBS		x		
LIFTING ABOVE SHOULDER > 10 LBS	x			
LIFTING FROM FLOOR TO WAIST <10 LBS		x		
LIFTING FROM FLOOR TO WAIST 10-30 LBS	x			
LIFTING FROM FLOOR TO WAIST >30 LBS	x			
CARRY WAIST LEVEL <10 LBS		x		
CARRY WAIST LEVEL 10 - 30 LBS	x			
CARRY WAIST LEVEL TO 31 - 50 LBS	x			
CARRY WAIST LEVEL > 50 LBS	x			
PUSHING/PULLING < 20 LBS		x		

PUSHING/PULLING 21 - 75 LBS		x			
PUSHING/PULLING 76 - 150 LBS		x			
PUSHING/PULLING >150 LBS		x			
WRITING			x		
HEARING					x
SQUAT/KNEELING			x		
REPETITIVE ACTIONS			x		
KEYBOARDING				x	
DRIVING		x			
SPEAKING					x
SEEING/VISUAL					x
PHYSICAL ENVIRONMENT					
No	NOISE	No	FUMES/GASES	No	CHEMICALS
No	HEAT/COLD	No	HUMAN TISSUE/FLUIDS	No	BIOHAZARD MATERIALS
Yes	INFECTIOUS DISEASE	No	ANIMAL TISSUE/FLUIDS	No	DIRT
No	MOVING MACHINERY	No	RADIATION	No	LASERS
No	VIBRATION	No	WET/HUMID ENVIRONMENT	Yes	WORK INSIDE
No	WORK OUTSIDE	Yes	TELEPHONE USAGE		
MENTAL DEMANDS					
Yes	FREQUENT PEOPLE CONTACT	No	FREQUENT INTERRUPTIONS	Yes	MULT. CONCURRENT TASKS
No	IRREGULAR WORK SCHEDULE	Yes	DECISION MAKING SKILLS	Yes	FREQUENT DEADLINES
Yes	SUPERVISORY SKILLS	Yes	CONCENTRATION REQUIREMENT	Yes	ORGANIZATIONAL SKILLS
Yes	DETAILED WORK	Yes	ABILITY TO WORK INDEPENDENTLY	Yes	ABILITY TO WORK W/ OTHERS
SPECIAL CONSIDERATIONS/UNIQUE ENVIRONMENTS OR DEMANDS:					

Disclaimer

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

Receipt and Acknowledgement

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I do/do not (please circle one) need accommodations under the Americans with Disabilities Act.

Employee's Name (Printed): _____

Employee Signature: _____

Effective Date: _____