

# NORTH CENTRAL MISSOURI MENTAL HEALTH CENTER

## Job Description for LICENSED THERAPIST

### A. DEFINITION

The Licensed Therapist provides mental health assessments and counseling services (sessions) to individuals, couples, families, and groups.

### B. DUTIES

1. Provide a minimum of 22 face-to-face client contacts per week.
2. Dictate or type documentation or related paperwork contemporaneously with service provision (within five (5) business days) and in accordance with agency and certification standards.
3. Provide treatment services for outpatient population with psychiatric disorders, ranging in ages from 5-95 with an array of counseling modalities.
4. Complete continuing education hours as required by DMH and agency certification standards.
5. Provide referral and follow-up services for clients.
6. Participate in mobile crisis team coverage when assigned.
7. Provide clinical supervision to non-licensed therapists as assigned.
8. Participate in client staffings, assessments and treatment planning with other providers.
9. Participate in other program activities as assigned.
10. Participate in quality assurance activities as requested.
11. Conduct case finding and outreach activities as requested.
12. Conduct informational programs for civic and social groups as requested.
13. Conduct inservice training as requested.
14. Maintain client confidentiality.
15. Demonstrate competency for, at minimum, the following core competencies:
  - a. Incident Reporting; Progress Notes; Scheduling; Treatment Planning Quarterly Crisis Peer Review (when assigned to the crisis team); PSI/PSA
16. Perform related work as requested to carry out the purposes, goals and objectives of the agency.

### C. QUALIFICATIONS

Hold a Graduate or Post-Graduate Degree in counseling, psychology, social work or other related field, and is licensed in the State of Missouri with at least two (2) years experience. Possess current knowledge of mental health treatment modalities and trends. Have the knowledge and skill to assess, evaluate, and diagnose mental health disorders according to the DSM 5. Demonstrate acceptable documentation skills. Have a valid driver's license, automobile and required liability insurance.

### D. SUPERVISION

Directly responsible to the Clinical Director

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**LICENSED THERAPIST**

- E. CLASSIFICATION**  
Non-exempt or Exempt (depending on salary)
- F. POSITIONS SUPERVISED**  
May supervise outpatient clinical staff as assigned by the Clinical Director.
- G. COMPONENT**  
Clinical
- H. MINIMUM STARTING SALARY**  
\$37,500