

Berks Counseling Center – Job Description

Position Title:	MENTAL HEALTH SPECIALIST	FLSA Status:	EXEMPT
Department:	ACT	Status:	FULL-TIME
Accountability:	CLINICAL PROGRAM DIRECTOR	Creation/Revision Date:	NOV 2016
Primary Location:	BCC		

General Summary

This position serves as a primary therapist and case manager and is an active member of the multi-disciplinary treatment team with a specialization in mental health symptoms, diagnoses, and evidence based treatment modalities. The MH specialist provides counseling and daily support regarding symptoms management, mental health therapy, family therapy as needed, and psycho-education regarding diagnosis and symptoms.

Minimum Qualifications

Master's degree in community counseling, psychology, psych rehab, or social work with strong clinical skills in treating persons with severe and persistent mental illness required.

Must be knowledgeable of the ACT model with a willingness to promote and respect the philosophy of that model.

Valid PA Drivers' License and the ability to drive, travel, and provide community-oriented services required.

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

Knowledge, Skills, and Abilities

- Knowledge of the ACT model and the willingness and ability to work within the evidence based framework of that model.
- Ability to understand transitional age populations with severe and persistent mental illness.
- Knowledge and belief in the principles of recovery and the ability and willingness to implement recovery driven supports.
- Knowledge and belief in the principles of integrated care and a willingness and ability to assist consumers in identifying and meeting health and wellness goals.
- Skill in using Microsoft Office and Microsoft Outlook and ability to learn new software programs that support project efforts.
- Skill in time management and ability to maintain direct service hours of 65-75% direct service.
- Skill in problem solving and conflict resolution within a team oriented approach to care.
- Ability to assist the consumer in identifying appropriate treatment plan goals and action steps.
- Ability to work well with diverse, low income, high risk populations and provide culturally competent care.
- Ability to complete clinical documentation in a timely manner and in full compliance with organizational standards.
- Ability to type and navigate electronic health records.
- Ability to work collaboratively with the larger organization and abide by all policies, procedures and practices.
- Ability to demonstrate a commitment to the provision of compassionate, patient-centered care supportive of the patient's own goals, strengths and preferences.

- Ability to represent the program professionally within the community.
 - Ability to work independently and establish self-directed goals.
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Essential Job Functions

1. Providing individual and family counseling to ACT consumers.
 2. Providing case management and service coordination to up to 10 consumers.
 3. Completing comprehensive mental health assessment.
 4. Attending daily organizational meetings.
 5. Working cooperatively with other community organizations and providers.
 6. Performing shift management responsibilities.
 7. Providing crisis intervention services both during regular and on call hours, both by phone and in the community.
 8. Documenting relevant information in the medical record and on the secure websites.
 9. Providing treatment, rehabilitation and support services.
 10. Providing services that are culturally and linguistically sensitive.
 11. Providing education to consumers, family members, and the community.
 12. Providing supportive counseling and other assistance in areas such as housing, vocation, socialization and use of leisure time, and daily living skills.
 13. Providing supportive counseling related to substance abuse issues.
 14. Serving as an active flexible member of a multidisciplinary treatment team.
 15. Provide transportation if needed.
 16. Performs all other duties and responsibilities as required.
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Physical Requirements

SEEING:	Must be able to see well enough to read reports and use computer. Must be able to see well enough to drive an agency vehicle.
COMMUNICATING:	Must be able to hear well enough to communicate to clients, vendors and coworkers. Must be able to hear well enough to drive an agency vehicle.
MOBILITY:	Must have mobility to move about the agency. Must have mobility to move about the community. Must be able to climb stairs.
LIFTING/PULLING PUSHING:	Must be able to lift up to 50 pounds.
OTHER:	Must be able to write, type and use technology.

Note: The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of Berks Counseling Center. Berks Counseling Center is an equal opportunity employer.

MENTAL HEALTH SPECIALIST – Signature / Date

PRINTED NAME

CLINICAL PROGRAM DIRECTOR – Signature / Date

PRINTED NAME