

Job Description

School Based Behavioral Health Therapist



JOB: School Based Therapist
DEPARTMENT: Behavioral Health Program
SUPERVISED BY: Clinical Supervisor
STATUS: Full Time, Regular
FLSA: Exempt
WORK SCHEDULE: Monday to Friday, and evenings as needed

PURPOSE

Under the supervision of the assigned Clinical Supervisor, the Behavioral Health School Based Therapist delivers comprehensive therapeutic services to participants in a school setting. Through a community-based approach, the BH School Based Therapist provides individual therapy, intake/assessments, suicide risk assessment, crisis stabilization, treatment planning, and leads groups in a school and community-based setting. In addition, they will provide referrals and coordination with family, school staff medical providers, primary physicians, and other community partners to ensure seamless services and comprehensive care of the participants we serve.

ESSENTIAL DUTIES

1. Deliver comprehensive and culturally responsive, evidence based therapeutic services to assigned participants through a community-based approach that creates positive linkages between children, youth and their families, their community, and school to improve the overall level of functioning and resiliency of participants.
2. Consistently carries a variable caseload of low, medium, and high acuity participants.
3. Consistently reaches expected client service hours of 55% of total monthly hours worked when carrying a full caseload based on current needs of the clients serviced and ASC.
4. Consistent provides service hours in accordance with King County's level of care standards.
5. Conducts assessments for participants and develops detailed, comprehensive treatment plans.
6. Utilizes evidence-based psychotherapeutic treatment methods to assess and treat participants presenting with a wide range of mental health and or psychosocial disorders in individual, family, and group settings.
7. Responds to participants in crisis, conducts evaluations, coordinates with additional services and resources, and amends treatment plans as needed to reflect changes in participant's status and progress.
8. Identifies and ensures case management services ensuring quality wrap around services.
9. Conducts comprehensive intakes/assessments to include a psychosocial diagnostic assessment addressing numerous life domains utilizing interviews, collateral contacts, available clinical records, observations, and verified screening tools that support best practices.
10. Develops and implements collaborative comprehensive treatment plans using Evidence Based Practices (EBPs) with clearly identified goals.
11. Provides effective and timely mental health services and follow-ups in accordance with treatment plans including collaboration with other providers associated with multi-system involved participants and their families (e.g. schools, juvenile rehabilitation, children's administration/DCFS, and Department of Developmental Disabilities).
12. Actively maintains a shared work calendar in our EMR system that indicates their work schedule, facilitates participant support, treatment, administrative requirements, meeting attendance, and all other therapist duties. This includes self-managed scheduling of appointments with assigned participants.
13. Prepares and maintains all required treatment records and reports in a timely manner and in compliance with all state and federal regulations; provides weekly reports to supervisor regarding completion of paperwork/casefiles.
14. Adheres to program standards for documentation including updating EMR database records for assigned participants with all paperwork completed within a 24–48-hour period from engagement of services.
15. Maintains confidentiality of records in accordance with HIPAA and other federal, state, and county guidelines.
16. Complies with administrative documentation and fee collection protocols.
17. Provides information and referral to participants.
18. Actively participates in agency activities. This includes school and agency meetings, regular supervision, collaborative efforts, and consultations.
19. Abides by agency's workflows, protocols, and policies & procedures.
20. Maintains a flexible work schedule to provide quality services to participants and meet program goals (this may include work in the evening).

21. Performs other duties and special projects as assigned by supervisor, Program Director, or Executive Director.
22. Provides support, collaboration, and consultations as needed to promote counseling services with other ASC programs or to external agencies.
23. Maintains an active and appropriate credential with the State of Washington at all times.
24. Represents Atlantic Street Center at internal and external meetings pertaining to assigned clients.

Duties Specific to School Based Setting

1. Maintain a case load of 30 students, providing a number of services based on level of care/acuity and as needed.
2. Provides crisis counseling to participants as needed.
3. Creates and runs therapeutic, social-emotional support groups for decided upon topics during and after school.
4. Adhere to school holiday schedule, while providing therapeutic services throughout summer
5. Provides professional development and behavioral coaching as needed to staff.
6. Participate in afterschool and family engagement events as needed.
7. Completes monthly school services reports.

OTHER DUTIES

- Abide by the agency's confidentiality policies.
- Support and comply with the values, policies, and practices of Atlantic Street Center.
- Actively participate in agency life and program activities. This includes school and agency meetings, supervision, and consultation.
- Maintain a flexible work schedule to provide efficient services to participants and meet program goals (this includes work in the evening).
- Represent Atlantic Street Center at internal/external meetings pertaining to assigned clients.
- Submit personal timesheets, expenses, leave requests or other administrative requirements to supervisor in a timely fashion.
- Support program quality; implement best practices and consistently meet external compliance standards including WAC, RCWs, and King County Policies and Procedures.
- Perform other duties and special projects as assigned by the Behavioral Health Program Director or Executive Director.

QUALIFICATIONS

- Master's Degree in one of the Mental Health or Social Services sciences **REQUIRED**.
- Two years post graduate experience providing therapeutic services to diverse communities; LMHCA, LSWAIC or LMFTA; LMHC, LICSW, LMFT (preferred)
- Experience working in community-based mental health programs.
- Experience working with children & youth, families & parents/caretakers within a family systems approach to care.
- Supports a positive and healthy work culture based on transparency, collaboration, honesty, and best practices.
- Supports a work culture that advocates for social justice for the populations that we serve.
- Strong skills and knowledge base of clinical care standards.
- Proven ability to deliver effective counseling services.
- Strong diagnostic skills and knowledge of DSM 5.
- Demonstrates strong knowledge of Evidence-Based Practices in a therapeutic setting.
- Ability to collaborate with team members and community partners in an effective and positive way.
- Work effectively under pressure and temporary increases to workload.
- Strong knowledge of regulations effecting the delivery of mental health services, including WAC, RCWs, King County policies and procedures and applicable ethical codes.
- Computer skills and proficiency with Microsoft Office suite software a must.
- Experience working with Electronic Medical Records systems software and databases preferred.
- Strong organizational skills and timely follow-up managing complex tasks.
- Knowledge of community resources in the greater King County area.
- Strong communication (written and oral), collaboration, and intervention skills.
- Able to effectively and respectfully resolve conflicts with clients, team members, and ASC leadership.
- Demonstrated ability to promote teamwork, collaboration, and quality performance standards.
- Demonstrated ability to openly, honestly, consistently, and accurately communicate information to others in a manner that is respectful of various backgrounds (e.g. cultural, educational, religious, racial) creating two-way feedback channels and open dialogue.

- Proven record of accomplishment of providing services with the utmost of integrity and professionalism and assuming personal responsibility for one’s actions.
- Proven ability to work successfully in a multi-cultural and multi-ethnic environment.
- Ability to Identify and understand the broader contexts of a situation.
- Able to balance competing demands and maintain effective working relationships with staff, participants, volunteers, collaborators, and the public.

WORKING CONDITIONS

- Position requires driving your own vehicle whenever necessary to meet program needs. Valid WA state driver license and car insurance is required per state law.
- Position requires working a schedule, which includes some evenings.
- Able to sit for long periods, to bend, stoop, and/or to frequent walking.
- Able to lift up to 15 pounds.

DISCLAIMER

This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between Atlantic Street Center and its employees.

“I have reviewed the job description above and accept all duties and responsibilities.”

Employee Name _____

Employee Signature _____ Date Signed _____.

APPROVED BY:

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Signature

Mei-Ling Morrison-Beals, Interim Director of Behavioral Health

Date Signed

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Signature

Dr. Pela Terry, Executive Director

Date Signed