



JOB DESCRIPTION

JOB TITLE: Licensed Practitioner

FLSA Status: Exempt

PROGRAM/DEPARTMENT: Behavioral Health Services

IMMEDIATE SUPERVISOR: Supervisor of Behavioral Health Services

Last Updated: 8/26/2020

POSITION SUMMARY: A licensed professional that will evaluate, assess, and provide therapeutic services to children and adult in the Behavioral Health Services program. This position provides services to various clientele including adults and children in the community.

PERSONAL QUALIFICATIONS:

Minimum Required Formal Education, Training & Background Experience

- Licensed in NYS as a: Licensed Psychoanalyst, LCSW, LMFT, LMHC, LMSW

Preferred Formal Education, Training & Background Experience

- Training related to evaluation of MH diagnosis
- Experience providing services to individuals with serious emotional disturbances.

Special Skills and Abilities

Valid driver's license, acceptable driving record and dependable transportation

Functional knowledge of basic computer applications (*i.e. word-processing, e-mail, Internet*)

Ability to:

- Work flexible hours and periodically respond to "on-call" demands
- React appropriately to emergency and other unusual situations
- Communicate effectively orally and in writing

Knowledge of:

- The principles, practices and techniques of psychotherapy casework.
- Social aspects, attitudes, characteristics and behaviors of mental illness and emotional disturbances.
- The principles and practices of evaluating, assessing, and providing community mental health program services.
- Current developments in the field of community mental health.
- Community resources available to mental health programs.
- Laws and regulations as they relate to clients' legal rights.
- Agency's policies and procedures as they relate to proper provision of services within community programs and client.

Physical Requirements

Regularly (*Performed 50% of time or more*): Sitting; reading; keyboarding; writing

Occasionally: (*Performed intermittently on a daily or weekly basis*): Standing; walking

Rarely: (*Performed intermittently on a monthly basis or less*): Physical moves associated with behavior management



DUTIES AND RESPONSIBILITIES:

- Abide by all employment expectations as communicated in the Employee Handbook, established procedures and training.
- Promote Agency Values by performing all duties and responsibilities according to principles of Positivity, Trust, Accountability, Innovation, and Learning.
- Meet timeline requirements for documentation, scheduling services, meeting service recommendations.
- Coordinate consistent delivery of Behavior Health Services for the people we serve.
- Ensure all documentation meets requirements.
- Maintain case file entry and documentation for your caseload.
- On-going evaluation of the quality and effectiveness of client care and support services
- Participate in a system of 24/7 on-call coverage during off-hours.
- Collaboration with Managed Care Organizations to obtain and maintain authorization of services.
- Maintain and review individual needs and service plans
- Complete all other duties, as assigned.

I HAVE RECEIVED A COPY OF THIS, MY JOB DESCRIPTION, AND I HAVE READ AND UNDERSTAND IT.

Signature

Date

Print Name