

**CHOCTAW COUNTY SCHOOLS**  
**MENTAL HEALTH THERAPIST**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) Licensed Clinician with Master's degree in Behavioral Health field with a specialization in Children/Adolescents and Mental Health that has been credentialed to have the skills and abilities to conduct the duties of a clinician, OR
- (2) Bachelor's degree in a behavioral health field with a specialization in Children/Adolescents and Mental Health plus two (2) years experience in a behavioral health setting as a behavioral health technician that has been credentialed to have the skills and abilities to conduct the duties of a clinician with supervision,
- (3) Must meet the suitability criteria for employment under Alabama Child Protection act of 1999 and Act Number 2002-457, and
- (4) Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Proficient in all concepts, practices and procedures related to field/area of work,
- Employs knowledge of eligibility status when providing or authorizing services,
- Demonstrates ability to conduct a comprehensive assessment and develop an accurate diagnostic impression,
- Able to formulate an understanding of individual and family dynamics, to identify effective treatment interventions,
- Demonstrates ability to assist in development and implementation of outcome driven service plans in collaboration with individual and/or families,
- Demonstrates ability to engage clients and/or families in the therapeutic process,
- Demonstrates the ability and skills to effectively document service provisions within required timeline,
- Demonstrates ability to project a professional demeanor when representing Choctaw County School System,
- Maintains and protects client confidentiality, both written and verbal,
- Demonstrates ability to apply principles of customer relations and service, e.g., telephone etiquette and clarity in communications,
- Knowledge and ability to demonstrate adherence to cultural competency, and ethics standards, and
- Ability to work with persons from all race, ethnic, gender, socio-economic, religious, sexual, and educational backgrounds

**JOB GOAL**

Provide mental health counseling services in conjunction with the school counseling program to reduce resource barriers in obtaining timely access to service

**REPORTS TO:**

Project Manager

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Conduct mental health counseling services during school hours with reasonable telecommunications access during after school programs,
- \* (2) Serve as clinical liaison for assigned caseloads including collaboration with other internal/external resources,
- \* (3) Prepare and maintain well written clinical records accurately and thoroughly as required ethically and legally,
- \* (4) Provide crisis intervention and resolution services for students and families, as needed
- \* (5) Utilize treatment modalities for diagnostically diverse caseloads with ability to provide outcome oriented services with brief/managed care parameters,
- \* (6) Conduct assessments, intakes, transfers and discharges of clients,
- \* (7) Obtain appropriate release forms from parents,
- \* (9) Monitor client progress towards goals,
- \* (10) Assist school personnel and parents with regional referral sources,
- \* (11) Adhere to confidentiality standards,
- \* (12) Participate in clinical supervision in accordance with Licensure
- \* (13) Remain current and comply with all relevant agency policies, state, and federal statutes and guidelines,
- \* (14) Collaborate and coordinate delivery of behavior and social emotional learning curricula with the school counselor,
- \* (15) Conduct staff development on appropriate field content to build whole school awareness and service capacity,
- \* (16) Participate in program staff meeting,
- \* (17) Collect project data and complete and submit program reports, and
- \* (18) Perform other project related duties as assigned

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects

MENTAL HEALTH THERAPIST (Continued)

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the System's approved compensation plan.

Length of the work year and hours of employment shall be those established by the System.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities