



JOB TITLE: Licensed Mental Health Therapist – Alternative Peer Group Program

DEPARTMENT: Program Services

REPORTS TO: Associate Director of SUD

Statement of Duties

Duffy Health Center is a patient-centered medical home, and every role requires functioning effectively using a team-based approach. The Recovery BUILD program, a project of Duffy's partner BHI, Inc., is based on the Alternative Peer Group Model (APG), a peer community where adolescents feel welcomed, respected, and safe as they build internal and external resources to initiate and maintain recovery from alcohol and drug related issues. The program mission is to keep adolescents healthy, productive, and safe by providing a peer group for young people on the road to recovery. The Licensed Mental Health Therapist will provide assessment and counseling services, group-based therapy, as well as support in facilitating a recovery skill building group with the peer staff. The Licensed Mental Health Therapist will also assist in program implementation and development at Duffy Health Center sites at the direction of Duffy Health Center. This position is deemed non-essential* in the DHC Emergency Operations Plan.

Position functions

The statements contained in this job description reflect general details, as necessary, to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties, as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.

1. Conduct individual and group counseling for APG program participants, many with mental, substance use and behavioral disorders.
2. Conduct new participant assessments as well as supporting in the completion of necessary grant assessments such as the GPRA.
3. Participate in a multi-disciplinary approach to behavioral health care of patients and clients, alongside the multi-disciplinary team of primary care providers, behavioral health staff, recovery support specialists, case managers, outside providers and others as needed to coordinate care: consulting, evaluating, and making treatment decisions.
4. Performs triage as needed and issues Section 12 involuntary transport to hospital if necessary/warranted.



5. Coordinates with patients and insurance companies to provide insurance authorizations.
6. Meets agency productivity standards.
7. Assure all client records are kept in compliance with Duffy Health Center policies.
8. Support in the development of program standards, outcome measures and benchmarks and report ongoing results.
9. With the APG Program Supervisor, create and document the clinical and social model of the APG that includes person-centered planning.
10. Consult and collaborate with other agencies/professionals in gathering and giving information on a case by establishing and planning respective roles and responsibilities.
11. Serve as liaison between resource teams: school, police, courts, parents, and students.
12. Supervise the referral of students to in-patient hospitals, detox centers, and other agencies/facilities, as necessary.
13. Attends and participates in a variety of meetings/committees, as required and including all clinical staff meetings scheduled weekly.
14. Prepares, records, and maintains all behavioral health client records in a timely manner, consistent with Massachusetts regulations, using the Duffy Health Center electronic medical records system.
15. Completes all required clinical and billing documentation timely according to Duffy Health Center policies.
16. Maintains current licensure and training in social work best practice models.
17. Other duties as assigned.



Recommended Minimum Qualifications

Minimum Education and Experience

A candidate for this position must have a Master's Degree in Psychology or Social Work, and at least two (2) years of experience in social work; or an equivalent combination of education and experience. Must be licensed as a LCSW, and/or LICSW, or LMHC and be a CPR/First Responder.

Requirements under the DHC Emergency Operations Plan

During a declared Emergency, staff deemed as Essential Personnel are expected to work onsite at Duffy Health Center and Non-Essential Personnel are expected to work remotely. This position is Non-Essential and therefore this position may be expected to work remotely' during a declared emergency.

Knowledge, Skills, and Abilities

A candidate for this position should have the following:

Knowledge of:

- Professional mental health, behavioral health and social work practices and procedures and evidence-based interventions
- Issues related to adolescent SUD, addiction and recovery, mental illness, substance abuse, criminal history, and physical and sexual abuse
- Protocol for handling crisis situations
- HIPAA regulations

Skill in:

- A variety of treatment modalities including evidence-based practices and group based modalities
- Care for adolescents with substance misuse and substance use disorder
- Effective communication with youth, parents/guardians, and staff, and provide necessary instruction and training
- Public speaking and effective written and verbal communication
- Assessing risk
- Conducting interviews
- Use of computers
- Use of electronic medical records
- Organization, and attention to detail



And ability to:

- Maintain confidentiality of information
- Work effectively with an interdisciplinary team and independently
- Interact effectively and appropriately with at risk individuals and a diverse population, including at-risk clients
- Advocate effectively for client needs
- Accurately collect and record information, prepare reports and information Commit to the philosophy and mission of Duffy Health Center which serves the homeless and at-risk population, and to the team-based approach as part of PCMH.

Accountability

The nature of work means that errors can be easily detected, usually by the employee. Consequences of errors, missed deadlines, or poor judgment may result in minor confusion, involving minimal time and expense for correction.

Judgment

Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

Complexity

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Supervision Required

Under general supervision, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self-checking, for example, requiring accounts to balance before proceeding.



Nature and Purpose of Contacts

Relationships with co-workers and the general patient population involving frequent explanation, discussion or interpretation of practices, procedures, regulations, or guidelines in order to render service, plan, or coordinate work efforts, or resolve operating problems. Other regular contacts are with patient/service recipients and employees of outside organizations such as vendors, banks and/or developers/contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative, or uninformed persons.

Work Environment

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Physical Demands

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects (up to 30lbs.).

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, computer and/or most other office equipment, typing, filing, sorting, working with hand tools such as a hammer, screw driver or shovel, operating basic medical equipment, or operating a motor vehicle.

Occupational Risk

Duties generally do not present occupational risk with only occasional exposure to risk or stress. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures.

Confidentiality

Has access to some confidential information obtained during performance of regular position responsibilities, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed.

Essential*

*Employees designated as “essential,” a standard Incident Command term used in Emergency Management, typically work on-site to provide direct clinical care or management of such.

Non-essential*

*Employees designated as “non-essential,” a standard Incident Command term used in Emergency Management, typically work off-site remotely to provide either clinical or administrative support to clinical operations.