

**Title: Licensed Mental Health Therapist
Administrator**

Department: Operations

Hours Worked: Full-Time 37.5 hours.

Location: West Palm Beach, FL



Reports to: Operations Director

Supervises: None

FLSA Status: Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Birth line Program.

- Provides direct care assessments and mental health counseling to individuals and couples for the Birth line Lifeline Program.
- Maintains a minimum of 15 clients per week with an average of 2-3 face-to-face counseling sessions per workday and documents each session accordingly in our electronic health record.
- Must train and become knowledgeable in E-Kyros, Therapy Notes and Telehealth software specifically used by Catholic Charities.
- In collaboration with each new client, completes a psycho-social assessment.
- Develops an assessment based and routinely updated treatment plan in collaboration with the client, measuring progress toward treatment goals.
- Plans and facilitates up to 12 individual or couple sessions per client.
- Provides information and referrals to clients as needed.
- Oversees the administration of pre/post assessments to measure symptom improvement and overall mental well-being on a routine basis.
- Provides statistical, as well as data regarding outcome measurements, to be used in Agency reports to funding sources and for Continuous Quality Improvement (CQI) purposes.
- Advocates for clients when necessary and in client's best interest.
- Attends regularly scheduled - monthly supervision meetings with immediate supervisor.
- Participates in Quarterly Case Records Review, correcting one's own case files when deficiencies are found.
- Maintains case records in a timely manner, with essential information deemed necessary to provide appropriate services.
- Becomes familiar with and carries out the policies and procedures of Catholic Charities.
- Assists with providing counseling services through tele-health and at all locations when applicable.

Samaritan Center and Bakhita Program

- Provides direct supervision on a monthly basis to program counselor and/or licensed intern.
- Ensure required clinical documentation is in place, accurate and in compliance with internal and external policies.
- Ensure that counselors are providing counseling within professional code of ethics and ensures the delivery of high- quality services.
- Attends agency meetings/staff development programs as required.

- Attends training sessions as determined by needs outlined in annual evaluation.
- Participates on a Continuous Quality Improvement (CQI) team.

QUALIFICATION REQUIREMENTS

- Master's degree in mental health counseling, required.
- 1-2 years' experience in counseling children and adults; internships qualify.
- Must be a Licensed clinician in **Florida**; LMHC required.
- Bilingual preferred (Spanish and English)
- Effective communication skills both verbal and written.
- Adapts to changes in the work environment, manages competing demands and can deal with frequent change, delays, or unexpected events.
- Ability to work independently.
- Ability to use equipment and electronic health system software (fax, computer, copier etc.)
- Capable of maintaining confidentiality of sensitive data
- Proficiency in Microsoft Software (especially Word, Outlook, and Excel)
- Exhibits professional telephone manners, interpersonal skills, confidentiality.
- Ability to work effectively with Diocesan employees, pastors, departments heads, representatives of other agencies and the public.
- Ability to multi-task, work independently and make responsible judgment calls.
- Ability to respect confidentiality and consistently exercise discretion and good business judgment.
- Ability to work irregular hours.
- Knowledge and support of Catholic Church teachings
- Florida Driver's License, excellent driving record and access to vehicle

Physical Requirements:

- Occasional light lifting and carrying of under 15 pounds.
- Occasional moderate carrying and lifting of 15 – 44 pounds.
- Frequent use both hands and fingers (i.e., typing)
- Frequent extended periods of sitting.
- Occasional periods of standing, kneeling and climbing
- Occasional ability to distinguish basic colors (i.e., graphics)
- Occasional ability of minimal hearing (i.e., driving) and routine hearing (i.e., listening to others in conversation)
- Occasional time spent working closely with others.
- Work hours are regular; however, the job demand may require extended hours from time to time.
- Work involves sitting, standing, walking, bending, stooping, occasional carrying and lifting heavy objects, and other normal office activities.

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.