



QUEENSCARE

**Job Description
Mental Health Clinician II (unlicensed)**

<i>Department:</i>	Mental Health Programs	<i>Prepared By:</i>	Cristina Sandoval, Mental Health Program Manager
<i>Reports To:</i>	Mental Health Program Manager	<i>Approved By:</i>	
<i>FLSA Status:</i>	Non-Exempt / Grade 17	<i>Approved Date:</i>	

SUMMARY:

The Mental Health Clinician II provides mental health services to the Department of Mental Health (DMH) and non-DMH clients using short-term and long-term therapy with children, groups and families. The Mental Health Clinician II will demonstrate competency in assessment, diagnostic evaluations and treatment of clients presenting for Mental Health Services. Knowledge of the Los Angeles County Department of Mental Health paperwork preferred but not required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Supports and implements the organization’s vision, mission and values.
2. Available to provide clinical supervision while full time clinical supervisor is out.
3. Performs all job functions in a professional and courteous manner. This includes answering phone calls and emails timely and providing excellent customer service to internal and external customers.
4. Fosters and promotes a culture of service excellence and accountability.
5. Provides direct mental health services to DMH and non-DMH clients.
6. Administers individual assessments, sets treatment plans with specific observable/specific quantifiable goals.
7. Works collaboratively with QueensCare Health Centers, QHFP and Mobile program staff to address therapy and case management needs as appropriate.
8. Actively participates in monthly clinical supervision and further enhances professional growth through trainings and consultation with other para-professionals.
9. Develops proficiency in billing procedures and utilizing case notes on ATS (EXYM) electronic system.
10. Complies with organizational policies and procedures.
11. Performs all other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE:

- Master’s degree in, Social Work or Marriage and Family Therapy from an accredited college or university.
- In good standing with California Board of Behavioral Sciences with an active LCSW or MFT Intern number
- Meet BBS requirements to provide supervision for ACSW or AMFT clinicians or interns as needed, preferred not required.

- Experience working with children and families from diverse social, cultural, educational and economic backgrounds.
- Valid California driver's license with current automobile insurance.
- Current CPR certification preferred.
- Experience working with faith communities and demonstrates spiritual maturity.
- Ability to organize and prioritize work tasks.
- Proficiency with computer applications such as: Microsoft Excel, Word and PowerPoint.
- Ability to work effectively as part of a team.
- Strong faith commitment and experience working with faith communities.
- Ability to organize and prioritize work with minimum supervision.
- Experience with DMH paperwork and billing procedures preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents, such as policies and procedures, benefits information, benefit surveys, board minutes, routine mail, simple contracts, and procedure manuals. Ability to compose routine reports and correspondence. Ability to speak effectively with employees, visitors and management.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and the ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to exercise common sense in carrying out instructions furnished in written, oral, or diagram form and in other daily situations that arise. Ability to deal with crisis problem solving in new situations. Ability to deal with problems involving several concrete variables in standardized situations. Ability to make decision and execute timely to produce a positive outcome.

OTHER SKILLS AND ABILITIES:

1. Demonstrates ability and flexibility to work in other areas of the organization as needed.
2. Adheres to company policies and procedures in the performance of work duties.
3. Demonstrate required knowledge, skills, and education for job functions.
4. Provide community outreach to the underserved population in Los Angeles County.
5. Provide advocacy, brokering, and linkages to remove barriers in treatment.
6. Work collaboratively with QueensCare Health Centers, QHFP, Mobile program staff, school visits, home visits and other community agencies in Los Angeles County.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance, stoop, kneel, crouch or sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. The employee is occasionally required to ascend and descend one flight of stairs. Specific vision abilities required by the job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is often low. However, there are many times when there is a high ambient background noise of phones and multiple conversations. Must be able to screen out the background noise to concentrate on the work at hand.

I have read and understand the above job description.

Employee Name (Please print)

Date

Employee Signature