Hope – Empowerment – Purpose

Make a difference!

**Cobb County Community Services Board**offers a generous benefits package for full time employees, which includes employee Retirement Plan, Paid Holidays, Paid Time Off (PTO); Health, Dental, Vision, Legal, Short Term Disability, Long Term Disability, Critical Illness (AFLAC), Life Insurance, Flexible Spending Account and Dependent Care Account.

**JOB TITLE**: Mental Health Clinician (Apex-hybrid)

**PROGRAM**: Child & Adolescent Services

**FLSA STATUS:** Exempt

**REPORTS TO**: Program Manager

**JOB SUMMARY**: The Bright Changes/Apex Therapist role is a hybrid position that has been developed to provide therapeutic services to children, youth emerging adults and their families who are enrolled in the Clubhouse and Apex programs. In support of the Program Coordinator, the Therapist develops partnerships with community partners and schools and works with those partners to identify individuals with mental, emotional, and behavioral health needs. The Therapist conducts behavioral health assessments, individual, family and group therapy and additional services to Clubhouse members and APEX Program, works to improve outcomes for those members in community-at-large, school and home. Seeking to contribute to the success each program, as well as the agency as a whole, the Therapist will maximize billable services to members and their families enrolled participating in the programs and work at retaining those members throughout their authorization for services.

**DUTIES AND RESPONSIBILITIES**:

* Provide behavioral health assessments, individual, group, and family therapy in the Clubhouse/Apex and in community settings with the goal of maintaining an average of 25 billable hours weekly.
* Attend additional community meetings as needed such as collaborative, DFCS, DJJ, school guidance counselors/social workers, community partners’ family events and school functions relevant to the Clubhouse’s service population’s developmental needs, dept. meetings, 504/IEP meetings, truancy, RTI, etc. as a means to promote Bright Changes Clubhouse and obtain referrals.
* Collaborate with outside agency staff to promote mental health services and referrals to Bright Changes Clubhouse. Promotion should also include involvement in school counselors’/social workers’ trainings, parent education, student’s/parent events such as open houses, school assemblies, conference week, etc.
* Attend treatment team meetings as directed by Dept. Director.
* Coordinate/lead treatment meetings and ensure related documentation is done/logged for the Bright Changes Clubhouse program staff
* Ensure and provide high quality, compassionate, and ethical mental health therapy to improve program and organizational performance.
* Assess and evaluate individuals’ needs, strengths, goals and resources.
* Develop Individual Service Plans with clients utilizing the assessment tools approved by DBHDD.
* Provide referrals to additional C&A services (ex. CSI, APEX) when needed.
* Ensure and maintain appropriate usage and allotment of units authorized per service delivery.
* Intervene, stabilize and manage acute crisis situations as needed.
* Complete all surveys, reports and data collection required by DBHDD in accordance with Bright Changes Clubhouse/Apex.
* Maintain confidentiality for all indirect/direct service in accordance with agency policies and HIPPA policies.
* Maintain licensure/credentials by completing all recommended continuing education requirements per licensing board requirements.
* Provide leadership/supervision to interns and/or volunteers directly assigned by the Program Coordinator
* Other responsibilities and tasks as may be assigned.

**KNOWLEDGE**

* Knowledge of DSM 5 and common Child and Adolescent Mental Health diagnoses
* Knowledge of appropriate therapeutic boundaries for working with vulnerable populations
* Knowledge of addictive diseases and/or mental health disorders and their impact on an individual’s functioning

**SKILLS**

* Experience completing clinical documentation within an electronic medical record
* Excellent verbal and written communication skills
* Exceptional time management skills and attention to detail
* Familiar with computer hardware and software including Microsoft Office products (Word, Excel, PowerPoint, Outlook), Web Browsers/search engines, e-mail, fax, and scanning

**ABILITIES**

* Ability to manage and prioritize multiple assignments while maintain accuracy and attention to detail
* Ability to work independently and carry out a variety of critical and time sensitive projects without detailed instructions
* Ability to work with diverse individuals to collect the necessary information
* Ability to maintain the confidentiality of sensitive and confidential information obtained through the course of completing assignments
* Ability to establish and maintain cooperative working relationships with management, staff, internal and external stakeholders

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

* Requires interaction with co-workers, school personnel and families
* Requires reliable personal transportation to travel between work locations
* Requires occasional home visits with Clubhouse members and their families, when treatment needs require
* Ability to walk a reasonable distance when in the community

**KEY PERFORMANCE INDICATORS (KPIs)**:

* Maintain Agency performance expectations 100% of the time.
* Complete all required documentation same day services are delivered/end of shift (except for after-hours notes which documentation is due by 11:00 AM next business day
* Complete and provide quality, collaborative service documentation 100% of the time.
* 99% accurate on entering information in EMR.
* 100% of require trainings will be completed within specified time frames.

**MINIMUM QUALIFICATIONS**:

A. Education - Master's Degree in behavioral healthcare field.

B. Licensure/Certification - Job related license (e.g., LAPC, LMSW, LMAFT ,LPC, LCSW, NPI#)

C. Experience – Minimum one-year (1) of human services, social work and/or clinical experience with child and adolescent population.

**PREFERRED QUALIFICATIONS:**

A. Minimum three-years (3) of human services, social work and/or clinical experience with child and adolescent population.