



**POSITION TITLE:** Licensed Mental Health Professional (LMHP), Ada

**NATURE OF POSITION:** The Licensed Mental Health Professional is an important part of the COFMC team. The LMHP works with our Behavior Health Clients to assist them in resolving interpersonal conflict and alleviating psychosocial stressors for improved daily functioning.

**MINIMUM QUALIFICATIONS:**

- Master's Degree from an accredited university in Social Work (clinical specialty only) or another Human Services field, *and* current license as LCSW or LPC. On site supervision is available for social workers seeking or eligible for licensure.
- Knowledge of current social and economic problems, principles of family economics and budgeting, human relation, community, state and national health and welfare resources, social assistance requirements and psychological terminology.
- Ability to demonstrate knowledge base as indicated by the COFMC Competency Assessment for Behavioral Healthcare Practitioners.
- Knowledge of emergency procedures, clinical policies and procedures, and infection control procedures.
  - Skills:
  - Concise and clear writing skills;
  - Ability to follow chain of authority;
  - Ability to work cooperatively with all team members and departments;
  - Ability to work independently, requesting assistance from supervisor only as needed;
  - Ability to complete tasks effectively, accurately, and on time;
  - Ability to arrive on time and work through designated work hours;
  - Good time management skills;
  - Good communication skills;
  - Above average computer skills;
  - Valid Driver's License.

**RESPONSIBILITIES:**

- Under the supervision of the BH Director, conducts initial BH screenings and psycho-social assessments on all new clients;
- Under the supervision of the BH Director, conducts and prepares initial client treatment plans and conducting treatment reviews every (3-6) months that are client specific, contain measurable and obtainable goals and objectives, and contain the client's mental health diagnosis;
- Under the supervision of the BH Director, completes client discharge summaries within 30 days of termination of care from COFMC;
- Under the supervision of the BH Director, conduct clinical case management services and/or individual therapy and/or family therapy to clients who meet the admission criteria of the BH Department;

- Document services provided through the use of an electronic health record (EHR), in the appropriate template, assigned by appointment type, in accordance with the acting practice of the Behavioral Health department in a timely and efficient manner;
- Assist the BH Director with the processing of all referrals received; and
- Attend all meetings, trainings, and/or other events as deemed mandatory by the Director of Behavioral Health, and/or by COFMC Admin.

## **ORGANIZATION**

- Abstains from gossip in the workplace.
- Exhibits enthusiasm, a positive attitude and professionalism in the workplace.
- Handles personal conflict and works through it at the lowest possible level (first with party/parties involved, then if necessary, with 3rd party mediation).
- Is friendly and easy to approach.
- Is neat, clean, well-groomed and dresses in accordance to the dress code policy.
- Leaves personal problems out of workplace.
- Treats all co-workers with dignity and respect.
- Arrives on time and works through designated hours.
- Completes tasks effectively, accurately and on time.
- Demonstrates little or no absenteeism/follows leave guidelines.
- Follows designated chain of authority.
- Is flexible, able and willing to respond to unusual job-related demands.
- Manages time well.
- Recognizes and assists others in the work of the department, even though the work may be outside of regular duties.
- Shares equally in the workload of the department.
- Works cooperatively with all team members and departments.
- Works independently requesting assistance from supervisor only as needed.
- Abstains from criticizing COFMC, colleagues and supervisors.
- Demonstrates loyalty to COFMC, colleagues and supervisors.
- Demonstrates support of the mission and vision of COFMC.
- Accepts and participates in cross training.
- Takes initiative to identify skill development needs.