



Mental Health Therapist Job Description

Job Title: Mental Health Therapist	
Job Location: 325 Hospital Drive, Suite 106, Glen Burnie, MD 21061	
Reports to: Clinical Director	
Type of position: ☐ Full-time ☐ Part-time Maximum Hours _____ Overtime allowed _____ ☐ Intern	Status: ☐ Exempt ☐ Non-exempt
Overview of Position: The Mental Health Therapist serves as a core clinical provider at Innovative Treatment Centers (ITC), delivering high-quality, evidence-based therapeutic services to individuals across the lifespan. This role is responsible for the assessment, diagnosis, and treatment of mental health and co-occurring substance use disorders in an outpatient setting. Therapists at ITC are expected to provide client-centered, ethical, and clinically sound care while maintaining compliance with COMAR, Medicaid, and CARF standards. This position requires strong clinical judgment, accountability, and the ability to manage a consistent caseload in a fast-paced and evolving behavioral health environment.	
Primary Tasks ● Conduct comprehensive clinical assessments and psychosocial evaluations ● Diagnose mental health and substance use disorders in accordance with DSM-5 criteria ● Develop, implement, and update individualized treatment plans with measurable goals ● Provide individual and group therapy using evidence-based modalities (e.g., CBT, DBT, trauma-informed care, motivational interviewing) ● Deliver services in both in-person and telehealth settings as appropriate ● Monitor client progress and adjust treatment interventions as clinically indicated ● Provide crisis intervention and risk assessments, including safety planning when necessary ● Coordinate care with psychiatric providers and other members of the treatment team ● Refer clients to appropriate levels of care or community resources when indicated ● Utilize measurement-informed care tools (e.g., PHQ-9, GAD-7) to support treatment planning and outcomes ● Maintain accurate, timely, and compliant clinical documentation, including assessments, progress notes, and treatment plan updates ● Participate in supervision, team meetings, and quality improvement activities ● Support a culture of accountability, collaboration, and high-quality care	



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Productivity Expectations

- Maintain an active caseload with the expectation of providing services to up to 30 clients per week, based on client demand and organizational needs
- Demonstrate consistent effort to build and sustain a full caseload through engagement, scheduling availability, and collaboration with the intake/admissions team
- Complete all clinical documentation within required timeframes to support continuity of care, compliance, and billing
- Maintain a balanced schedule that supports both client access and quality of care
- Actively work to minimize cancellations and no-show gaps through client engagement and scheduling practices
- Communicate proactively regarding schedule changes, availability, and caseload needs
- Meet established productivity benchmarks as defined by ITC leadership, with consideration for both clinical quality and operational efficiency

Required Skills, Experience, and Education

- Master's degree in Social Work, Counseling, or a related behavioral health field
- Active Maryland license: LCSW-C, LCPC, LMSW, or LGPC
- Knowledge of mental health and substance use disorders, including co-occurring conditions
- Strong understanding of COMAR regulations, Medicaid requirements, and CARF standards
- Proficiency in evidence-based therapeutic modalities
- Ability to work independently while collaborating effectively within a multidisciplinary team
- Strong clinical judgment, organization, and time management skills
- Excellent communication and interpersonal skills
- Ability to manage multiple priorities in a fast-paced clinical environment
- Proficiency in electronic health records (EHR) and general computer systems

Preferred Skills, Experience, and Education

- At least one (1) year of clinical experience in an outpatient or behavioral health setting
- Experience working with co-occurring mental health and substance use disorders
- Bilingual (Spanish preferred)
- Specialized training or certification in evidence-based practices (e.g., EMDR, DBT, CBT, ACT)

Special Job Requirements

- Maintain all required licenses and credentials in good standing
- Participate in ongoing clinical supervision and continuing education as required by licensure and organizational standards
- Adhere to all organizational policies, ethical standards, and regulatory requirements
- Maintain strict confidentiality in accordance with HIPAA and organizational policies
- Participate in audits, surveys, and quality assurance activities, including CARF compliance efforts



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Job Description Acknowledgment

I have received a copy of the job description for the position of:

I have reviewed this job description and I understand all the requirements and responsibilities assigned. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further agree to conduct myself in the utmost professional and ethical manner possible while employed with Innovative Treatment Centers LLC. I will do my very best to uphold the mission, vision, and core values of Innovative Treatment Centers. I will strive to provide the highest quality of care to my team members and to the community we serve.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee Name (PRINT)

Date

Employee Signature

Innovative Treatment Centers LLC Staff Name (PRINT)

Date

Innovative Treatment Centers LLC Staff Signature