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## **LICENSED MENTAL HEALTH PROFESSIONAL**

### **RESPONSIBILITIES**

#### **EVALUATIONS AND ASSESSMENTS**

- Conduct evaluations and assessments utilizing empirically proven evaluation and assessment tools
- Complete timely and thorough reports utilizing agency report templates
- Make recommendations based on the results of evaluations and assessments
- Develop SMART goals and objectives based on evaluation and assessment results

#### **THERAPEUTIC SERVICES**

- Provide therapeutic services at the center, as well as in the home, school and community
- Develop and supervise ABA programs
- Provide social skills instruction
- Provide individual and family psychotherapy
- Consult with schools and other organizations

#### **DOCUMENTATION**

- Ensure all documentation is accurate and timely
- Develop and maintain Treatment plans ensuring all goals meet the SMART criteria.
- Collect data during sessions
- Complete thorough treatment note immediately after session
- Write reports, including Progress Reports
- Graph and analyze client data

#### **GOAL-AUITION**

- Meet or exceed your company goal as part of the Strategic Plan
- Ensure clients are meeting or exceeding their goals
- Determine goal acquisition utilizing objective data

#### **CASE MANAGEMENT**

- Assume the role of Case Manager for designated cases
- Evaluate risk management and crisis management
- Meet with staff prior to the start of a case to ensure staff have reviewed the file, Treatment Plan and train them in the goals and data collecting methods
- Act as Liaison to client and guardian
- Train and consult with caregivers and other professionals
- Ensure satisfactory implementation of treatment protocols
- Report progress towards treatment goals



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- Develop and oversee transition/discharge plan
  - Perform quality assurance measures for client records, programs and services
  - Open and maintain Client Portal information
  - Complete, submit and obtain insurance authorization and reauthorization requests
  - Develop Programming, Program book and Visuals
  - Carry out the Coordination of Care Plan detailed in the Treatment Plan
  - Adjust treatment protocols based on data
  - Recommend additional services needed
  - Lead internal client team meetings
  - Attend PPT meetings, as applicable
  - Complete client Discharge Plans

#### SUPERVISION

- Provide consistent supervision in compliance with company requirements
- Provide training to staff
- Ensure treatment goals and objectives are implemented in authentic manner
- Ensure client attain goals in time frames determined in Treatment Plan
- Review and sign Treatment Notes
- Scheduling, confirming and checking out staff appointments

#### PROFESSIONAL DEVELOPMENT (PD)

- Prepare Profession Development Materials
- Conduct Professional Development Trainings
- Distributes and Collects PD Quality Assurance Survey after each PD

#### OTHER

- Ensure that services provided are consistent with the mission, vision and core values of the company.
- Work within the terms and conditions of the Policies and Procedures of The SEED Center.
- Work as part of a team
- Be responsive to the needs and requests of clients and co-workers
- Be goal-oriented in all aspects of your work
- Be persistent to overcome obstacles in the way of achieving goals
- Meet or exceed Key Performance Indicators (KPIs)
- Arrive on time and prepared for therapy sessions and meetings
- Participate in clinical meetings
- Develop new programs and projects as directed
- Stay current within the field via conferences, periodicals, professional membership and/or workshops
- Attend meetings, trainings, PR events and marketing opportunities as requested



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- Must work a flexible schedule, including evenings and weekends, around the needs of the clients
  - Other duties as assigned

### **QUALIFICATIONS**

- Licensed Mental Health Professional in CT and NY
- Degree in a related field
- Must maintain current CPI certification
- Must maintain current license, certification and/or registration
- Must possess excellent communication and computer technology skills including usage of I-Pad and Smart Board
- Must have reliable transportation
- Must be able to work a flexible schedule, including evenings and weekends, around the needs of the clients
- Must be passionate about helping others