

**POSITION DESCRIPTION**

**Region 4 South Adult Mental Health Consortium  
MENTAL HEALTH PROFESSIONAL/ ACT THERAPIST**

**SECTION I: GENERAL INFORMATION**

<p><b>Position Title: Mental Health Professional ACT Therapist</b> <b>Department: ACT Team</b> <b>Immediate Supervisor's Position Title: ACT Team Leader</b> <b>FLSA Status: Non-exempt</b></p>
<p><b>Job Summary:</b> Under the general supervision of the ACT Team Leader/Clinical Supervision the therapist will provide individual and group psychotherapy to ACT consumers using empirical supported techniques to address consumer specific symptoms and behaviors.</p>
<p>The therapist will be a key member of the multidisciplinary team who participates in daily team and treatment planning meetings. The mental health professional will provide direct services to the consumers with severe and persistent mental illness of the ACT team along with engaging with the consumers natural support systems.</p>

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<p>1) Deliberately provides individual and group psychotherapy as specified in consumers treatment plan. (ie. CBT, DBT, Solution-Focused)</p> <p>2) Uses empirical supported techniques to address specific symptoms and behaviors.</p> <p>3) Maintains an appropriate penetration rate in providing evidence based psychotherapy.</p> <p>4) Provides psychoeducation, family support and education to consumers and their natural support systems to work on symptom management, improve family relationships and increase consumer autonomy.</p>
<p>5) Will instruct, assist, and support consumers in developing basic living and social skill areas that are essential for independent living including: interpersonal communications; community resource utilization and integration; relapse prevention; budgeting; healthy lifestyle skills and practices; transportation; medication monitoring; symptom management; employment related skills and transitioning to community living.</p>
<p>6) Assist consumers to gain access to needed medical, social, educational, vocational, housing, financial and other necessary services as they relate to the consumers mental health needs through assuring the coordination of services along with monitoring and evaluating the delivery of services.</p>
<p>7) Participates in developing, writing, implementing, evaluating and revising overall treatment plans and assessments in collaboration with the consumer, their families as appropriate and ACT staff.</p>

8) Provide ongoing assessment of consumers' mental health symptoms as well as their response to treatment provided. Will be responsible for adapting treatment plans as needed to ensure immediate and appropriate interventions are provided in response to changes in mental status or behavior which put consumers at risk.
9) Provide Community Intervention services to alleviate or reduce a consumer's barriers to community integration or independent living and to minimize the risk of hospitalization or placement in a more restrictive setting.
10) Act as liaison and consult with families and community agencies to maintain coordination of the consumer's treatment process.
11) Actively incorporate evidence based practices including Illness Management and Recovery (IMR) and Integrated Dual Diagnosis Treatment (IDDT) into service delivery strategies.
12) Participate in daily staff organizational meetings and treatment planning meetings.
13) Participation in On-Call Rotation for ACT Program non-business hours including evenings, weekends and holidays. non-business hours including evenings, weekends and holidays.
14) Completes necessary documentation for compliance around program reporting and insurance billing standards.
<b>*The above duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned as needed by the supervisor.</b>

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>		
<b>REQUIRED EDUCATION TRAINING (choose one)</b>	<b>DEGREE INFORMATION: (Type of degree: )</b>	
	Less than high school diploma	<b>Major field of study or degree emphasis:</b>
	1 year college	
	2 year college	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>  *Qualification as a mental health professional (M.S. 245.462 Subd.18)  *Understanding of computer applications such as email, word processing and spreadsheets.
	3 year college	
	4 year college	
	1st year graduate level	
x	2nd year graduate level	

\*Must have a valid drivers license & vehicle for daily use on the job.  
 \*Must pass required background checks  
 \*Maybe required to work various shifts, including an on call rotation of nights / weekends.

**Required Work Experience in Addition to Formal Education/Training:**

A minimum of 2000 hours working with adults diagnosed with serious and persistent mental illness for 4 year degrees degree's and 6000 hours for 2 year degrees.

**LICENSE/CERTIFICATION:** NA

**Identify licenses/certifications required:**

Must be a Mental Health Professional.

**ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK**

- 1) The ability to perform well within a cross-functional team environment.
- 2) The ability to communicate orally and in writing with a variety of individuals and agencies with priorities, training, skills and abilities.
- 3) The ability to multitask and be flexible with schedules.
- 4) The ability to identify problems, de-escalate and develop appropriate response.
- 5) A comprehensive knowledge of Illness Management and Recovery, Integrated Dual Diagnosis (MI/CD), substance abuse and Mental Health symptoms and disorders.
- 7) Ability to provide direct clinical services to consumers on an individual, group, and family basis in the office and community settings, along with teaching behavioral symptom management techniques to alleviate and manage symptoms.
- 8) Excellent verbal / written communication skills and the ability to work as a Team member.
- 9) Basic computer skills and phone skills.
- 10) Professional level ability to develop, write, implement treatment plans and case notes.
- 11) Knowledge of area community resources and the ability to work effectively with various professional disciplines; i.e. social services, medical, law enforcement, etc.
- 10) Extreme personal responsibility to ensure the Practitioner is available and ready to respond to emergencies or crisis situations both during shifts and while on-call.
- 11) Advocacy skills for consumer rights and preferences.
- 13) Must have a strong commitment to the rights and abilities of individuals with a SPMI, including maintaining confidentiality.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised: NA	# of Employees: NA
Total	NA
INDIRECT SUPERVISION: NA	
Number of employees indirectly supervised: NA	Total 0

<b>HAZARDOUS WORKING CONDITIONS:</b> The essential duties of the work are performed under various physical hazards or environmental conditions noted.	<b>Unusual or hazardous working conditions related to performance of duties:</b>  *Subject to confrontive / combative and / or emotionally upset people.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit		X		
Use hands dexterously (feel)		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical Lift & carry) up to 10 lbs			X	
up to 25 lbs	X			
up to 50 lbs	X			

up to 75 lbs	x			
up to 100 lbs	x			
more than 100 pounds	x			

**PHYSICAL JOB REQUIREMENTS:** Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

#### SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date

Classification History: \_\_\_\_\_

Date Board Adopted: \_\_\_\_\_

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