



**TITLE: Mental Health Practitioner**

**Hours Worked:**

May be full or part-time; hours may include day time, afternoons, evenings and weekends. The specific number of times of scheduled hours should be established upon hiring. All persons in this position should be prepared to work weekends and holidays. Schedule changes may be made upon short notice to meet requirements of the program.

**Benefits:**

This position is benefits eligible as outlined in Policy 505.00 – Employee Benefits.

**Responsibility:**

To work cooperatively with the Treatment Director and other staff in developing, implementing and evaluating client care and programming.

Provide direct care services to the clients including assisting in maintaining a clean, safe living environment, meal preparation and supervising, training and assisting the clients in every aspect of their life.

**Responsible To:**

Mental Health Practitioners are directly responsible to the Treatment Director and under clinical supervision of a Mental Health Professional.

**Qualifications:**

"Mental Health Practitioner" means a person providing services to persons with mental illness who are qualified in at least one of the following ways:

- Holds a bachelor's degree in one of the behavioral sciences or related fields from an accredited college or university and:
  - has at least 2,000 hours of supervised experience in the delivery of services to persons with mental illness; or
  - is fluent in the non-English language of the ethnic group to which at least 50 percent of the practitioner's clients belong, completes 40 hours of training in the delivery of services to persons with mental illness, and receives clinical supervision from a mental health professional at least once a week until the requirement of 2,000 hours of supervised experience is met;
- has at least 4,000 hours of supervised experience in the delivery of services to persons with mental illness;
- is a graduate student in one of the behavioral sciences or related fields and is formally assigned by an accredited college or university to an agency or facility for clinical training; or
- holds a master's or other graduate degree in one of the behavioral sciences or related fields from an accredited college or university.

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## \* Degree of Authority to Act:

**A** = Independently    **B** = With supervisory consultation

## Responsibilities and Standards of Performance:

- To provide an atmosphere that will stimulate clients' development of self-confidence and self-worth.
  - **A1.** Maintain a clean, safe and well maintained environment in client living and staff areas.
  - **A2.** Oversee client domestic responsibilities, educating and assisting them as needed to promote self-worth.
  - **A3.** Verbally communicate with clients in a supportive and positive fashion throughout daily interactions.
- To supervise and be actively involved with clients at all appropriate times, stimulating positive social interaction.
  - **A1.** Be available to clients at all times.
  - **A2.** Act as an appropriate role model for clients.
  - **A3.** Plan and be actively involved in all recreational and programmatic aspects of scheduled shift.
  - **A4.** Provide appropriate supervision, assistance and training in meeting clients' physical and emotional needs such as nutrition, grooming, socialization, family involvement, etc.
- To be responsible as a primary staff person for assigned clients including program development, assessment and documentation.
  - **B1.** Complete a Vulnerable Adult Assessment at client's admission.
  - **B2.** Complete Functional Assessment within 10 days of admission and update it as necessary.
  - **B3.** Complete Individual Treatment Plan within 10 days of admission.
  - **A4.** Participate in weekly client program reviews.
  - **A5.** Completely and accurately document work with client during their program.
  - **B6.** Complete client Discharge Summary and Plan prior to discharge.
  - **B7.** Supervise and assist clients in achieving treatment goals through individual and group activities.
  - **A8.** Complete all programming documentation for clients including goals and objectives documentation.
  - **A9.** Complete daily logs, accident/incident reports, fire drills, etc.
- To provide supervision, assistance, and training to clients in meeting their medical and healthcare needs.
  - **A1.** Supervise administration of medications according to healthcare providers' prescriptions and policies of the organizations.
  - **B2.** Assist in making and keeping health care provider, psychological, and dental appointments.
  - **B3.** Educate clients regarding their medications, side effects, time lines, and effects on the symptoms of their illness.

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- **A4.** Document all medical concerns, appointments, medical administrations, destruction, etc.
- **A5.** Consult with Licensed Registered Nurse regarding questions about medication administration and education.
- To provide education and assistance to clients in managing their personal funds.
  - **B1.** Assist clients in filling out any needed forms for application M.A., S.S.I., G.A. or requested assistance forms.
  - **A2.** Assist clients in budgeting personal funds to meet personal needs on a monthly/weekly basis.
  - **B3.** Assist clients in developing a plan to pay or defer any previous bills presently being billed for.
- To maintain open and honest communication with the Treatment Director and other staff, promoting the concept of teamwork and support.
  - **A1.** Keep Treatment Director informed of all significant happenings.
  - **A2.** Communicate client needs, program and household information to other staff via staff communication notes.
  - **B3.** Supervise Mental Health Rehabilitation Workers in performance of their duties.
  - **B4.** Assist in orientation of new staff.
- To know, uphold and support the policies, procedures and philosophy of this facility and organization.
  - **A1.** Read and utilize the Policy and Procedure Manual on an ongoing basis.
  - **A2.** Follow all procedures listed in the policy handbook.
- To participate in all training necessary to this position as specified by policy and Treatment Director.
  - **A1.** Attend and participate in all scheduled staff meetings.
  - **B2.** Attend all mandatory in-services.
  - **A3.** Attend and participate in total number of required in-service training hours per year (see personnel policies).
- All others duties as assigned and documented by the Treatment Director or Clinical Supervisor.

I acknowledge that I have read and understand this document.

\_\_\_\_\_  
Date of Hire

\_\_\_\_\_  
First Date of Direct Contact

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date