

## **POSITION DESCRIPTION**

### **QUALIFIED MENTAL HEALTH PROFESSIONAL**

**Program Area:** ADULT SERVICE NETWORK

**FLSA Code:** Exempt

**Reports to:** Behavioral Health Coordinator

**MISSION STATEMENT : Breakthrough Urban Ministries demonstrates the compassion of Christ by partnering with those affected by poverty to build connections, develop skills and open doors of opportunity.**

#### **POSITION SUMMARY:**

Demonstrate the mission and vision of Breakthrough Urban Ministries, the Qualified Mental Health Professional is responsible for mental health assessments, writing psychosocial histories and providing individual counseling for homeless guests residing at both Breakthrough Urban Ministries single adult shelters. The QMHP works with other members of the Adult Services team to assist homeless guests with their mental health needs, including co-occurring substance abuse disorders, as guests work toward stability, which includes sobriety, employment and permanent housing. The incumbent accepts the responsibilities and fulfill the obligations as outlined in the position description.

#### **QUALIFICATIONS:**

**Required Education:** Master's degree in Social Work or Counseling and two years of experience is required

**Required Experience Level:** Experience working with homeless or disenfranchised clients and an understanding of mental health issues common to the homeless population.

Understanding of standard mental health assessments and counseling theories, skills and practice. Must have current IAODAPCA certification or endorsement or provide evidence that application is underway to acquire those credentials.

**Essential Responsibilities:** Workplace attendance and participation

## **Responsibilities:**

- Assess homeless guests and provide written psychosocial histories to be reviewed by the Behavioral Health
- Coordinator and our psychiatrist consultant to formulate mental health treatment plans.
- Provide mental health counseling to homeless guests as needed, specifically those with co-occurring diagnoses that include complex post traumatic and substance abuse disorders.
- Link guests to community-based behavioral health programs/agencies for long-term mental health services.
- Provide crisis management, including involuntary commitment when needed to gain stabilization.
- Facilitate one to two substance abuse groups monthly.
- Enter required information into agency database.
- Submit written monthly reports to the Behavior Health Coordinator
- Assist with completion of pending benefit claims, including SSI, SSDI, etc.

## **Essential Functions: Demonstrated Values**

- Independently follows agency policy and procedures
- Complete any other related tasks and responsibilities as assigned and required
- Follows through with commitments including meeting established timelines
- Identifies and resolves difficult issues

## **Required Knowledge, Skills and Abilities:**

- Understanding of gender-responsive and trauma-based services and treatment.
- Understanding of client confidentiality and adherence to the professional code of ethics for social workers, professional counselors and CADCs.
- Ability to demonstrate strong interpersonal skills, professionalism, and problem solving ability.
- Promote customer care through all actions and behaviors
- Project a professional image to all internal and external customers ensuring correct grooming

- Ability to demonstrate initiative and follow through, and be comfortable working in a changing environment.
- Demonstrates willingness to consistently improve work performance through their relationship and guidance.
- Must possess an accurate and informed understanding of cultural and urban realities, especially as related to youth, families, poverty, and community development.

**Work Environment:**

The typical work environment is in an office. Noise will be moderate to high depending on activities within a multi-purpose facility.

**Physical Demands:**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations will be provided to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit, stand, stoop, and walk.

The employee must occasionally lift and or move up to the 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.

**Safety Requirements:**

Prior to first day of work, must complete a criminal background and sex offender clearance.

**Equipment Used:**

Employee will use general office equipment including but not limited to: telephone, computer, calculator, copier, overhead projector, paper shredder, paper cutter, and filing systems.

**Supervision:**

Direction received from the Behavioral Health Coordinator. Generally, does not supervise any employees. May supervise volunteers and/or interns. LCSW supervision is offered with this position.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions. All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or individuals served.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I have been provided with a copy of this position description. I understand I am responsible to perform the essential functions and responsibilities listed in this description, and that I am to ask my supervisor for clarification regarding any information or statements within this job description I may not understand. I also understand I may request a reasonable accommodation with the Human Resources Department to assist in me successfully performing the essential functions and responsibilities of this position.

-----  
Employee Name (please print)

-----  
Employee Signature

-----  
Date

