



United Keetoowah Band

Of Cherokee Indians in Oklahoma

Traditional. Historic. Cultural.
UKB Corporate Board

JOB DESCRIPTION

Job Title: Outpatient Mental Health Therapist
Organizational Unit: Echota Behavioral Health
Supervisor: Clinical Director
FLSA: NON-EXEMPT
SALARY: \$60 per billable session/\$90 per treatment plan session/
Health benefits/PTO/18 Tribal Holidays

JOB SUMMARY:

The Therapist shall perform diagnostic evaluation, clinical and treatment planning, and therapy, including individual Therapy, family therapy and crisis intervention for youth, adults, and families in their homes, in the community, and in the office. The Therapist performs oversight and direction for clinical case and participates in all treatment team activities. A therapist must be board licensed and approved, or under supervision for licensure, Master's level clinician, trained to counsel, children, adolescents, adults, families, individuals, groups and couples, to promote optimal mental health and well-being. The therapist addresses root casual issues, and resulting behavioral and emotional maladaptation related to issues such as abuse trauma, neglect, mood disorders, anger, opposition family problems, personality disorders and addiction issues. A therapist gets information through observations, interviews, and assessments to decide the best course of action to help their client. Therapists will assist their clients by using best practice therapeutic intervention methods to help them achieve stated goals and objectives for success. These best practice models for treatment may include:

- Trauma-Focused Cognitive Behavioral Therapy
- Family Systems Theory
- Social Systems Theory
- Narrative Therapy
- Solution-Focused Therapy
- Motivational Interviewing
- Cognitive Behavioral Therapy
- Stages of Change Treatment
- Strengths-Based Recovery

Clinical Job Duties:

- Assessing patients through detailed conversation, motivational interviewing, evaluation, and observation to determine the appropriate plan of care.

- Developing individualized comprehensive treatment plans that include counseling, medication, case management, etc. to meet patient’s specific goals and objectives.
- Administer screening and assessment questionnaires.
- Monitor and document client progress as needed.
- Conducting individual, family, marriage, clinical crisis intervention, and group counseling sessions for individuals and families.
- Attends all assigned individual and group supervision meetings.
- Participates in regular professional development training in accordance with discipline and level of skill.
- Assist patients to build strong coping strategies, then formulate and coordinate discharge and aftercare planning.
- Refer patients to any additional services needed.

Administrative Job Duties:

- Keep detailed psychotherapy and progress notes.
- Complete all paperwork for each patient and have it ready for the billing department by the end of the week.
- Attends departmental meetings as scheduled and directed.
- Represents the Echota Behavioral Health in the fostering of referral development.
- Participates on community boards, committees, or advocacy groups when required or appropriate.
- Follow all policies and procedures set forth in Echota policy and procedures.
- Attends administrative and clinical staffing when scheduled.

Other Requirements:

- **Human Rights Knowledge:**
 - Demonstrates knowledge of the client Bill of Rights and obligation to safeguard these rights.
 - Demonstrates knowledge of professional Ethics Policies.
- **Clinical Knowledge:**
 - Knowledge of difficult and complex human growth and development problems
 - Knowledge of psychological theory and principle with respect to clinical psychopathology affecting youth and the effects within a family system and community at large.
 - Knowledge of social work and systems, theories, and principles.
 - Knowledge of community systems, agencies and resources involved in the service provision for at risk youth and families.
 - Knowledge of social history assessment and reporting.
 - Knowledge of crisis intervention techniques.
 - Knowledge of best practice individual treatment approaches.
 - Knowledge of best practice family treatment approaches

- Knowledge of clinical assessment, treatment planning, clinical intervention, clinical case management and case supervision principles.
- Knowledge of Child Abuse Reporting Laws.

Clinical Case Oversight:

- Completes weekly clinical charting in accordance with Echota Behavioral Health charting methods and policies.
- Completes clinical treatment plan updates and court reports as indicated, in accordance with Echota Behavioral Health methods and policies.
- Completes other required clinical reports and documentation as needed.
- Maintains and turns in all required client chart forms and personnel chart forms in a timely manner.
- Maintains regular contact and consultation with referring agencies and community partners.
- Maintains regular contact, consultation, and direction to BHRS and CM staff coordinating on individual cases.
- Actively coordinates and plans discharge, and aftercare plans with referring agency.
- Attends juvenile and DHS court hearings and other significant agency meetings as required.
- Maintains communication with Clinical Supervisor and other Echota Behavioral Health Administration regarding case updates, significant issues, And general executive operations and administrative functioning.

MINIMUM QUALIFICATIONS FOR CONSIDERATION:

- Master’s degree in a Human Services field is required.
- A license in a mental health discipline (LADC, LPC, LMFT, or LCSW) Current licensure in the state of Oklahoma is required or be under supervision for licensure.
- Minimum of two years’ experience with a behavioral health clinic preferred.
- The ability to maintain patient confidentiality is a must.
- Have knowledge of human growth and development.
- Have knowledge of individual and family treatment approaches.
- Have knowledge of assessment and treatment planning, and de-escalation techniques.
- Therapist will be able to provide direct services to individuals with mental illness, developmental disabilities, receiving gerontology, or special education services.
- The Therapist will be familiar with community-based resources in the local community.
- Knowledge of technology and systems preferred.
- Follow all guidelines, regulations, standards, and Federal state and tribal policies.
- Must possess a valid Oklahoma Driver’s license and a clear background check.

Employee is fully aware that they are required to avoid all dual relationships with clients, maintaining the professionalism of the agency.

Employee is fully aware that the quota of billable sessions each week is thirty (30) to maintain full-time status and be eligible for Health benefits/PTO/18 paid Tribal Holidays.

Employee is fully aware that they may be required to follow other directions and to perform other duties as requested by the Echota Administrative/Clinical Director.

NOTE:

In reference to the Personnel Policy, Section 1-5 Employment At -Will. All employees who do not have a written contract with the employer for a specific fixed term of employment are thereby employed at the will of the employer for an indefinite period. Employment with the Health Center, without a written contract, is voluntary and therefore employees are free to resign at will at any time with or without cause or reason likewise, the health Center may terminate the employment relationship at will at anytime with or without notice and for any lawful reason deemed appropriate by the Tribe and Health Center staff or for good cause, bad cause, or no cause at all. This policy is commonly referred to as "employment -at- will."

**UKB and Tribal preference applies.
Job description is subject to change.**

EMPLOYEE SIGNATURE & ACKNOWLEDGMENT PAGE:

Employee's Signature

Date

Supervisor's Signature

Date