



JOB DESCRIPTION: Qualified Mental Health Professional

Job Summary

To provide Behavior Support services to families of children with severe emotional disturbances by engaging the child and family in weekly skills training services as well as Targeted Case Management when appropriate.

Our Qualified Mental Health Professional (QMHP) services will follow a strengths-based model that will help develop and build skills that will help the child and family function autonomously and successfully.

The QMHP will work with the Mosaic clinical team in developing a Service/treatment Plan that is focused on the child and family needs and recognizing their strengths. The plan will address all behaviors that have been identified by the family, child and any collateral information. The QMHP team will also help assist the family in any Case Management (Routine/Intensive) activities that can be beneficial to the youth and family.

Responsibilities

General:

- Contributes to Mosaic's mission, vision, and program philosophies by way of work product and professional behavior with both internal and external consumers
- Adheres to all current federal & state laws, as well as Mosaic Policies and Procedures, including the safeguarding of confidential healthcare information and compliance with the Health Insurance Portability & Accountability Act (HIPAA)
- Reports immediately any suspected incidents of child abuse or neglect to the Child Abuse Hotline
- Establishes relationships and communicates with clients, caseworkers/probation officers, family members, and staff
- Complies with all initial and annual training requirements
- Attends staff / agency meetings as required
- Completes other duties as directed by the Program Manager

Clients:

- Enters demographic data, contacts made, and other required data for all newly assigned clients into extendedReach in a timely manner i.e., 24 hours.
- Facilitates the development of an individualized Service plan within 10 days of intake.
- Works with child and family teams to develop a Crisis Plan to ensure the safety of the child, family, and community
- Works approved skills curriculum with client and family to help with troubled behavior.
- Coordinates and facilitates ongoing child and family team meetings
- Provides a minimum of 20+ hours of billable services per week. Maintains a caseload of 30-35 client/families. Takes initiative to request new case assignments as case load numbers drop due to discharge and/or upcoming discharge.
- Meets face-to-face with clients in their own home, school and community for the provision of all services
- Reassesses the needs of the child every 90 days and family with the team and modifies the service plan to reflect the progress or lack of progress.
- Keeps the family and team members informed on progress toward achieving Service Plan goals
- Motivates and supports family involvement.
- Facilitates child and family efforts to obtain any financial assistance or services for which they may be eligible under federal, state, and local regulations
- Maintains accurate and concise documentation of contacts with family. (Documentation is to be done within 24 hours after services has been delivered.)
- Provides or secures support and crisis/emergency services for the child/family through face-to-face contact, phone contact or availability by an on-call system (all time spent on crisis assessment and planning, crisis linkage and follow-up, and stabilization must be documented as crisis hours)

- Maintains an empathic, yet professional, relationship with children and families and strives to keep families engaged in all services
- Maintains all client documentation in the electronic record and must make sure that they are adhering to requirement set by the Texas Administrative Code.

Supervisor:	Clinical director/manager/clinical coordinator or site manager
Supervises:	N/A
Caseload:	Maximum of 30-35 children/families
Work Hours:	This is a full-time, minimum 40 hours per week position. Work hours are set by the family need, with allowances in scheduling to be available to meet with child and family teams during times and dates convenient for all parties involved (i.e. evenings and weekends)
Classification:	Exempt

Education & Experience

- Bachelor's degree in social work or other related discipline (Master's degree preferred)
- QMHP-CS certification (preferred)
- At least two years' prior experience working in the behavioral health field

Knowledge, Skills, & Abilities

- Completes and attest to completion of all mandatory trainings as identified in HHSC UMCM chapter 15.3.
- Ability to support the agency's culture, growth, and success through communication, accountability, and positivity
- Ability to work efficiently and effectively both individually and as part of a team
- Ability to work with children and family to deliver skills through approved curriculum
- Ability to appropriately accept feedback through the supervision process - thus displaying the willingness to learn, grow, and improve
- Effective oral and written communication skills
- Well organized and adaptable
- Ability and willingness to think "outside the box"
- Ability to develop and bring together inter-disciplinary teams
- Effective conflict resolution skills
- Demonstrates good insight and judgment
- Possesses an engaging and enthusiastic personality
- Dedicated to the success of children and family teams
- Skilled in speaking in front of groups
- Competent in using Microsoft Word, Excel, Power Point, Go To Meeting, the Internet, and other software applications

Additional Requirements

- Proof of valid Texas Driver's License (Type C)
- Access to reliable transportation
- Proof of valid/current auto insurance
- Copy of official state driving record
- Three (3) employment references 2 Personal and 1 Professional.
- Cleared criminal background check and signed statement regarding felony indictments/convictions
- Cleared TB test results (current within 12 months prior to employment)
- Cleared drug screen
- Working cellular telephone at all times for on-call and after-hours availability

Physical Demands

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching, crawling, frequent sitting, standing and walking, may be required for long periods of time and may involve climbing stairs, walking up inclines, and on uneven terrain. Additional physical requirements may include, frequent lifting and or moving up to 25 pounds.

Effective: 11/17

DISCLOSURE STATEMENT

The above statements reflect the general details considered necessary to decide the essential functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

I HAVE READ THE ABOVE JOB DESCRIPTION AND UNDERSTAND THE REQUIREMENTS OF THE JOB.

Printed Name

Signature

Date

Supervisor Signature

Date