

**Suncoast Mental Health Center, Inc.**  
**Position Description**

<b>POSITION</b>	Clinical Mental Health Intake Therapist
<b>LOCATION</b>	St. Lucie County Office
<b>SUPERVISED BY</b>	Clinical Director
<b>POSITIONS SUPERVISED</b>	N/A

**GENERAL STATEMENT OF RESPONSIBILITIES**

The Clinical Mental Health Intake Therapist will be primarily responsible for completing new client intakes, including Biopsychosocial assessments, CFARS/FARS, Treatment Plans and associated intake paperwork in order to compile data for the purpose of identifying level of care deemed medically necessary based on patient's clinical presentation determining diagnosis categorized under ICD-10 diagnostic codes. This position serves a wide range of individuals and families including but not limited to children, adolescents, adults, and families. This may include both severely mentally ill clients as well as those dealing with adjustment issues. Clients can range in age from young children to the elderly. This position is needed primarily in Vero Beach office, but willing to travel to Okeechobee and Martin County office one day per week as or if needed.

**Full-time**

**Expected hours: 40 per week**

**SPECIFIC AREA OF RESPONSIBILITY**

These activities will include:

1. Knowledge of the mental illness spectrum, symptomatology, and the problems presented in adjusting to life cycle changes.
2. Knowledge of DSM-5-TR diagnoses.
3. Knowledge of life-span issues, from child development to issues of aging.

4. Demonstrates an awareness, appreciation and respect for diverse cultures and individual differences of clients and fellow employees.
5. Excellent verbal and written skills which are essential to communicate clearly with clients and other staff members, demonstrating ability to work as part of a mental health team.
6. Ensures that all admission forms are properly signed by client and/or guardian.
7. Processes paperwork in EHR for new clients efficiently, in accordance with insurance and agency protocols.
8. Ability to report immediately any suspected incidents of child abuse or neglect to the Director/supervisor and the Child Abuse Hotline.
9. Ability to recognize dual diagnosis and substance abuse problems.
10. Ability to accurately recognize crisis situations, assess potential danger to clients and/or others, and effectively intervene, complete Baker Acts, as needed.
11. Contributes to agency mission, vision, and program philosophies by way of work product and professional behavior with both internal and external consumers
12. Adheres to all current federal & state laws, Insurances, as well as the agency's policies and procedures, including the safeguarding of confidential healthcare information and compliance with the Health Insurance Portability & Accountability Act (HIPAA).
13. Maintains all training requirements for licensure and for agency.
14. Attends staff/agency meetings as required.
15. Completes other duties as assigned

## RELATED AREAS OF RESPONSIBILITY

The Administrative Assistant will be expected to be able to do the following:

1. Function as a team player, both within the specific program and as a member of Suncoast Mental Health Center, Inc.
2. Serve as a positive role model for clients/families in attitude, attire, professionalism, and responsible behavior.
3. This position may require working some nights and weekends during meetings or special events.

4. Perform other duties as directed by the Chief Executive Officer.

#### MINIMUM QUALIFICATIONS

1. **Education-** A minimum of a Master's degree in a behavioral science, human services or related field and a valid, unrestricted professional mental health license ( i.e. LMHC, LMFT, LCSW) in the state of Florida.
2. **Experience-** A minimum of one year of experience working with children, families, and other individuals with mental health and/or behavioral health issues
3. **Special-** Bi-lingual, Spanish speaking preferred, but not necessary

#### ADDITIONAL REQUIREMENTS

1. Active Medicaid Number and NPI Number
2. Proof of valid Florida Driver's License
3. Access to reliable transportation
4. Proof of valid/current auto insurance

#### CERTIFICATION OF RECEIPT AND UNDERSTANDING

I hereby certify that I have received a copy of my position description and that I have read and understand my duties as described in the job description. I also understand that in the first 90 days I am in this position, I will be in a probationary period.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date