

# Mental Health Practitioner

Full Time Mental Health Practitioner available. Application for employment should be downloaded from under the careers tab at [www.rangementalhealth.org](http://www.rangementalhealth.org) and submitted via one of the following methods:

Mail: RMHC, Attn. HR, P.O. Box 1188, Virginia, MN 55792

Fax: 218-741-3080

Email: [rtardy@rangementalhealth.org](mailto:rtardy@rangementalhealth.org)

## Essential Functions:

1. Maintain caseload as assigned, meeting productivity guidelines, and proactively seeking referrals as needed
2. Fill in as assigned to teach individual and group rehab skills for clients in RMHC rehabilitation programs
3. Document services in the RMHC electronic health record in a timely manner
4. Develop and update treatment plans, functional assessments, LOCUS, and crisis prevention plans for all assigned clients as needed
5. Coordinate and refer services as needed for clients
6. Act as advocate for clients
7. Assist clients in obtaining and maintaining their entitlements
8. Provide crisis assistance as needed
9. Complete prior authorizations as needed for services; ensure client insurance is active and client is eligible for services on a monthly basis
10. Instruct, assist, enable clients to develop and enhance stability, competencies, personal/emotional adjustments and independent living and community skills
11. Attend CSP staff meetings as assigned
12. Attend multidisciplinary staff meetings as assigned
13. Provide program transportation as needed
14. Must be willing and able to be trained in cultural competencies as needed
15. Assist clients with scheduling and compliance with regards to appointments
16. Provide notification to direct supervisor of work schedule; be able and willing to work the assigned full time equivalency ratio
17. Attend trainings as required by RMHC and the Department of Human Services so as to meet both minimum training requirements and mandated trainings
18. Communicate with Clinical Supervisor regarding client issues / updates as required by Department of Human Services and RMHC

Other Responsibilities:

1. All other duties as assigned

Minimum Qualifications:

1. Must fulfill one of the following education and experience requirements:
  - a) Holds a bachelor's degree in a behavioral science/related field, from accredited college/university and has at least 2000 hours of supervised experience in the delivery of mental health services to recipients with mental illness
  - b) Has at least 6000 hours of supervised experience in the delivery of mental health services to recipients with mental illness
  - c) Is a graduate student in one of the mental health professional disciplines and is formally assigned by accredited college/university to RMHC for clinical training
  - d) Holds a masters or other graduate degree in one of the mental health professional disciplines from an accredited college/university
2. Philosophical approach consistent with Range Mental Health Center's mission
3. Computer competencies so as to utilize and complete an electronic health record
4. Must have valid driver's license, a good driving record, and reliable transportation
5. Must meet insurability requirements as per RMHC's insurance carrier
6. Ability to organize and prioritize tasks
7. Ability to maintain confidentiality
8. Strong observation, assessment, and crisis management skills
9. Non-judgmental attitude towards others and a client centered focus
10. Ability to work independently with minimal direction and as part of a team
11. Sound knowledge of community resources
12. Ability to communicate English both verbally and in writing in a manner that is sufficiently clear as to be easily understood
13. Ability to effectively communicate with co-workers, clients and outside parties

Physical Standards:

1. Ability to lift 25 pounds
2. Ability to sit and to stand for long periods of time
3. Ability to deal with significant daily stress
4. Ability to climb stairs
5. Ability to operate a keyboard, mouse, and touch screen device
6. Sufficient vision to utilize a computer monitor
7. Sufficient hearing acuity to accurately record or respond to another party both in person, on the phone, and in a group setting

**EOE / AA**