

# Outpatient Therapist

Range Mental Health Center is seeking a full time Licensed Mental Health Professional to provide quality outpatient mental health services to children in our Hibbing Office.

Application for employment should be downloaded from under the careers tab at [www.rangementalhealth.org](http://www.rangementalhealth.org) and submitted by March 26, 2018 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. Provide diagnostic assessments to the people we serve
2. Provide outpatient psychotherapy to individuals, families and groups.
3. Develop individual treatment plans with the people we serve, and if appropriate, their family members, and other service providers.
4. Administer and interpret psychological evaluations to inpatients and outpatients if qualified.
5. Provide consultation services to area agencies when requested
6. Document all professional contacts in electronic health record regarding the people we serve with the appropriate degree of detail to meet insurance, legal and clinical standards.
7. When needed, provide insurance companies with appropriate prior authorization information sufficient to document the need for the services
8. Participate in multi-disciplinary case staff meetings.
9. Arrange with other RMHC professional staff to ensure that services or supervision which is to be provided in an uninterrupted fashion will continue when on leave.
10. Maintain positive working relationships with other area caregivers with whom the RMHC shares clients.
11. Follow all Federal guidelines in accordance with the Department of Labor's statutes and laws and any other regulatory agencies.

## OTHER RESPONSIBILITIES:

1. Participate in "on call" services according to normal staff rotation schedule.
2. Perform public speaking engagements
3. Other job related duties as assigned

## POSITION QUALIFICATIONS:

### EDUCATION REQUIRED:

1. Master's degree or doctoral degree in social work, psychology, or a related field
2. Obtain and maintain appropriate credentials as a licensed provider in the state of Minnesota

**EXPERIENCE REQUIRED:**

1. Two years post degree experience with appropriate clinical supervision
2. Sufficient skills and experience to be credentialed by the insurance firms with whom the RMHC has contracts.

**SKILLS REQUIRED:**

1. Able to compose and record professional quality diagnostic evaluations, psychological evaluations, and progress notes in a timely fashion on a personal computer
2. Able to attend to nonverbal cues from a person we support in a therapy setting
3. Able to converse and interact sufficiently to effectively communicate and record information proficiently in person, by telephone, or via Tele-therapy
4. Able to maintain the confidentiality of interactions with the people we support and supervisees
5. Able to interact with people in a pleasant manner
6. Able to handle sensitive situations in a calm, professional manner
7. Flexible and able to prioritize workload
8. Able to provide person oriented services at or above the agency's expected productivity level
9. Philosophical approach consistent with the Range Mental Health Center's mission

**PHYSICAL STANDARDS:**

1. Ability to sit and stand for long periods of time
2. Sufficient hearing acuity to accurately record information from a person we support, whether on the phone or in person
3. Able to articulate the English language in a manner that is sufficiently clear as to be easily understood
4. Maintain an acceptable level of cleanliness and physical appearance
5. Sufficient visual acuity to utilize a computer monitor and to monitor the people we support and visitors
6. Ability to use a keyboard to accurately record information in the appropriate program

**EOE/AA**