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# Example of Mental Health Specialist Job Description

Our growing company is hiring for a mental health specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for mental health specialist

* Interacts with child/patients (ages 5-11 years) in a therapeutic manner
* Participates in the assessment and treatment of children (ages 5-11 years)
* Maintains knowledge of University Behavioral Health Care and Unit policies and procedures
* Interacts with children and adolescents (ages 5-18 years) in a therapeutic, supportive manner
* Provides case management and youth development activities to students
* Maintains knowledge of UBHC and unit policies and procedures
* Maintains cooperative working relationship with others and assumes appropriate leadership functions
* Completes required documentation according to established guidelines and time frames
* Completes assignments in accordance with established unit time frames, as observed by supervisor
* Assisting with various aspects of case management

## Qualifications for mental health specialist

* Meeting with clients to assess case management needs
* Assisting with behavioral health/pharmaceutical benefit issues
* Assisting with appointment scheduling
* Attend interdisciplinary team meetings community meetings to discuss and promote employment services
* Develops knowledge of UBHC and program policies and procedures
* Co-facilitating activity groups