



# Example of Mental Health Associate Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of mental health associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for mental health associate

- Provide clinical information to patient access representative personnel and insurance providers to ensure authorization for services
- Provide education to patients on recovery
- Provide individual and group therapy to patients in the program, as instructed
- Provide required information about the patients according to confidentiality guidelines
- Review cases and/or groups periodically with the director and with other clinical personnel as indicated
- Monitors performance improvement protocol and compliance
- Conduct referral site engagement, participant recruitment, and rigorous/standardized data collection
- Assist in report writing and preparing literature reviews and manuscripts for publication
- Prepare IRB documentation
- Have interventions that involve providing supervision, emotional support, behavioral intervention, and basic care needs while functioning in the role of Qualified Mental Health Associate

## Qualifications for mental health associate

- Bachelor of Arts degree -or- a combination of applicable work experience and education

- One (1) year of experience in mental health or related field preferred
- Baccalaureate Degree in a Human Service field is preferred
- Behavioral or mental health experience is preferred
- Medical terminology and computer skills preferred Ability to read, write and communicate in English in a clear and concise manner. Must have effective interpersonal skills to provide respectful, culturally and age appropriate communication with patients, staff, visitors and others