



# Example of Mental Health Clinician Job Description

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Our innovative and growing company is searching for experienced candidates for the position of mental health clinician. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for mental health clinician

- Demonstrates initiative and flexibility regarding work assignments as indicated by supervisor's observations
- Assumes familiarity with other UBHC units, outside vendors, and other pertinent organizations and resources in order to facilitate persons served needs, develop work relationships and provide information and guidance to persons served
- Assumes overall case management responsibilities for assigned clients including coordination of treatment, scheduling of groups, and liaison with community agencies as measured by supervisory observation and record review
- Provides individual, group, and family psychotherapy as clinically indicated to assigned clients, including children and adolescents (5-18 years)
- Completes appropriate client records in a timely manner as mandated by UBHC policy and according to accepted professional and evaluations standards
- Supports Vision, Mission, Values and Goals of UBHC
- Develops and applies knowledge of trends and advancements in the field
- Triage of patients referred to mental health services
- Complete scheduling of patients and documentation of clinical work in a timely and complete manner
- Assist patients with applications for pharmaceutical patient assistance programs, refill requests, obtaining and releasing medical records

- Attend clinical and staff meetings
- Provide regular reports regarding work activities to the Director
- Completes appropriate client records in a timely manner as mandated by University Behavioral Health Care policy and according to accepted professional and evaluations standards
- Supports Vision, Mission, Values and Goals of University Behavioral Health Care
- Provides an in-depth clinical assessment for all persons serviced based upon DSM-IV criteria
- Assumes familiarity with other UBHC units, outside providers, and other pertinent organizations and resources in order to facilitate persons served needs, develop work relationships and provide information and guidance to person served