



**Position:** Qualified Mental Health Professional (QMHP)/Clinician - Full Time  
**Availability:** Immediate  
**Reports to:** Mental Health Program Director  
**Salary:** Dependent on Experience

**Rincon Family Services (RFS) is a not-for-profit community organization, established in 1972 to combat the epidemic use of heroin and violence that were dismantling communities throughout Chicago. RFS is dedicated to rendering compassionate and effective programs that promote the quality of life by serving as a catalyst to advocate, educate, and empower individuals and their families.**

**POSITION SUMMARY:** The QMHP will work in a learning environment as part of a multi-disciplinary team providing mental health therapy, counseling, case management and integrated dual diagnosis treatment. The team works to address all treatment needs, including crisis management, substance abuse treatment, medication management, physical health treatment, mental health treatment, accessing benefits and entitlements, case management and other supportive services.

**RESPONSIBILITY:** Under the direct supervision of the Mental Health Program Director, the QMHP carries the responsibility to ensure that direct behavioral health services and supports are provided at a competent level.

**ESSENTIAL DUTIES:** The Clinician must demonstrate the ability to perform the following:

1. Maintain a positive and productive work environment for clients and staff.
2. Provide direct service to individuals. This includes but is not limited to conducting assessment interviews, providing on-going therapy, participating in supervision and training, and providing crisis intervention services, if needed. Services and supports should be provided in ways that are considerate of individual's dignity and respect and consistent with billing procedures, be it Rule 132 or any other format.
3. Collect information regarding clients' history through a combination of interviewing, records review, and consultation, after obtaining written consent.
4. Conduct and document Mental Health Assessments, including mental status exam, DSM diagnosis, clinical formulation and supporting assessment tools that include but are not limited to ASAM, LOCUS, and the OHIO Scale, or others determined by Rule 132.
5. Develop a treatment plan with client and coordinate services with all members of client's support network.
6. Provide appropriate intensity level therapy type (individual, family, group) services to clients assigned by an LPHA, including those with co-occurring mental health and substance abuse disorders, and other approved clinical DSM diagnosis.
7. Case Management and Community Support services.
8. Participate in evaluating clients for risk of harm and respond appropriately.
9. Monitor and work to ensure that the health and safety needs of clients are met.
10. Participate in outreach activities necessary to offer services, engage participation in a non-coercive manner and increase opportunities for professional development.

11. Prepare necessary service documentation and evaluation as required by rule 132, the Policies and Procedures Manual, and ensure review by Supervisor or Quality Assurance when required.
12. Maintain client records, through both paper files and transitioning to electronic medical record. Must meet documentation standards as required by program and funding sources, including documentation of clinical interactions, behavioral health assessments & individual treatment plans.
13. Services can be rendered in the office, schools or the community. All services should be documented within 24 hours of service delivery and input into our EHR within 48hrs, unless otherwise specified.
14. Provide billing and clinical service reports as requested.
15. Attend all required meetings, committees, and trainings according to program standards.
16. Participate in regular supervision from an RFS LPHA, seeking additional supervision whenever necessary. Minimum requirement is two hours of documented supervision a month.
17. Participate in quality assurance and quality improvement activities as directed.
18. Adhere to all state and federal privacy regulations, including HIPAA and 42 CFR Part 2, and to Corporate Compliance policies and agreements regarding confidentiality, privacy, and security. Support compliance with all privacy and security requirements pursuant to community partners' and outside providers' patient confidentiality agreements, including privacy and security requirements for EMR access. This includes immediate reporting of any PHI breach of Corporate Compliance or outside provider health records to the Corporate Compliance Legal and Quality departments, as well as to the program administrator.
19. All other duties as assigned.

#### **CORE COMPETENCIES:**

1. Good listening and communication skills. Able to tailor communication styles to make the client feel comfortable.
2. Ability to engage clients in a clinical and respectful manner.
3. Initiative and big-picture thinking.
4. Time management and planning skills.
5. Understanding of legal issues of this population.
6. Understanding of addiction issues of this population.
7. Understanding of mental illness issues of this population.
8. Understanding of internal and external medical and supportive services.
9. Cultural competence and sensitivity.
10. Fast, accurate documentation skills.
11. Effective oral and written communication skills.

#### **OTHER:**

1. Bicultural/bi-lingual applicants strongly preferred.
2. Ability to work effectively with peers, individual clients and groups.
3. Desire to learn new skills.
4. Knowledge of community and social service agencies.
5. Knowledge and skills in mental health treatment methods and crisis intervention.
6. Knowledge and skills in chemical dependency treatment methods and crisis intervention.
7. Ability to maintain accurate records and necessary paperwork.
8. Knowledge of de-escalation methods or ability to be trained in de-escalation methods.
9. Full-time use of a properly licensed and insured automobile and a valid Illinois driver's license strongly preferred. Auto liability coverage is strongly recommended.

**PHYSICAL DEMANDS:** The Clinician must be able to successfully perform essential functions of this job including carry charts to and from their offices/desks, prepare for group activities that may entail moving chairs and/or tables, carrying bags/boxes of food or decorating group activity areas. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees are responsible for informing supervisor of any invisible disability or medical restriction that limit physical capability.

**WORK ENVIRONMENT:** The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. There may be occasions that call for an employee to carry out duties at other agency offices. Traveling to and from meetings is necessary.

**MINIMUM QUALIFICATIONS:**

1. Master's degree in social work, Counseling or Marriage and Family Therapy with 1,000+ hours of clinical experience required.
2. As evidenced by previous work experience, academic background, and in-service or other training, the Clinician shall demonstrate a strong understanding of how to:
  - a. Identify precipitating events.
  - b. Gather histories of mental, emotional and physical disabilities, alcohol and drug use, past mental health services and criminal justice contacts.
  - c. Assess family, social and work relationships.
  - d. Conduct and document a mental status assessment.
  - e. IM+CANS Certified.
  - f. Utilize appropriate additional diagnostic tools (e.g., LOCUS, GAF, OHIO scales...);
  - g. Document a DSM diagnosis.
  - h. Write and implement or supervise implementation of a treatment plan.
  - i. Provide mental health treatment and rehabilitative services within one's scope of practice.
  - j. Must pass a background check. This includes clearance by the DHS Background Check Unit.
  - k. Physical ability to bend, stoop, kneel, squat, twist, reach, pull and lift heavy objects.
  - l. Must be able to climb stairs several times a day.
  - m. Must adhere to agency's non-discrimination policies.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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