



# The CARE Center

E D U C A T E & A D V O C A T E

## Mental Health Professional

### Summary of Position:

The on-site mental health professional can be any person with a valid Oklahoma license in the field of mental health. (LPC, LMFT, and LCSW preferred.) This professional will be responsible for maintaining a caseload of clients. The mental health professional will provide evidence-based, trauma-informed counseling services to children and families served by The CARE Center and/or MDT partners. The mental health professional will provide risk management and crisis intervention as needed. The mental health professional will report directly to the Director of Mental Health.

### Essential Job Functions:

- Providing trauma informed, evidence-based mental health services to children and families.
- Completing intake session with families to determine the appropriateness of The CARE Center's services using evidence-based assessments (CATS).
- Document case notes in NCA Trak.
- Be available to assist in risk assessment and crisis management as needed.
- Collect statistics for the program.
- Provide psychoeducation to parents and MDT members as needed re: mental health services and resources.
- Maintain licensure. The CARE Center will provide resources for CEU opportunities.
- Offer counseling services to every child and family that is seen at the CARE Center regardless of their ability to pay. This includes explaining to caregivers why therapy may be helpful for the child.
- Provide resources to staff and MDT regarding Mental Health services as needed.
- Attend weekly case review, as possible.
- Facilitate group therapy as needed.
- Support all agency fundraising efforts.
- Support the department's growth efforts.
- Maintains working knowledge of accreditation standards of National Children's Alliance, Task Force Protocol, and applicable laws as needed.
- Maintains a working knowledge of Oklahoma's ethics for counselors (and abides by these ethics).

### Skills and Abilities:

- Tact, dependability, flexibility, good judgement, punctuality, and a positive attitude, as well as the ability to get along with a variety of people,
- Direct communication skills, and the ability to work with a team are essential.
- Good people skills, grammar, and organizational skills and modest and appropriate attire for meeting the public
- Proficient computer skills for use of Outlook calendar and email, Data tracking software, Word and data input for accessed based systems and for grant compliance with outside agencies.
- Ability to display empathy, compassion, and kindness to clients from all walks of life.

- Ability to maintain a non-judgmental attitude toward.

**Knowledge, and education requirements:**

- Master’s Degree in counseling, psychology, sociology, education or some other related field.
- Must be a licensed professional with the State of Oklahoma.
- Training and skills with crisis intervention are necessary.
- Three years of work experience is preferred.
- Ongoing training as required by the licensing agency.
- Must be able to pass a nationwide background check.

**Working Conditions:**

Majority of work will be performed with in a climate-controlled office setting with little exposure to excessive noise or dust.

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The above is intended to describe the general requirements for the performance of this job and is not to be constructed and an exhaustive statement of essential functions, responsibilities or requirements.

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Employee Signature

\_\_\_\_\_  
Date

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Care Center Representative

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Date