



Position Information:

Position Title	Licensed Mental Health Provider (LCSW or LPC)
Wage/Salary Range	\$29.81-\$43.98 per hour DOE
FLSA Status	HOURLY
Employment Status	Permanent, Part-time
Probationary Period	12 months
Training Period	6 months
Primary Location(s)	School-based health centers (Rainier, St. Helens, Vernonia, Clatskanie, Scappoose)
Secondary location(s)	
Supervisor	Sherrie Ford (Admin), Seth Battles (MH Profession)

Position Description Summary

This position will work with the school-based health center clinic team to provide mental health assessments, individual and family therapy, group therapy, case management, and skills training to patients of the school-based health centers. The ideal candidate will be able to work with a variety of acuity levels and have skill in treating mental health symptoms common in childhood and adolescence.

Job Duties

Key Accountability	Clinical Care
Duty Statements	<ul style="list-style-type: none"> • Provide 1:1 counseling and therapy to patients requesting care • Provide group therapy within the schools as needed • Ensure quality care is provided to all patients seeking care within the scope of the clinic • Provide family counseling as appropriate • Abide by all state and federal laws and rules • Assessments/evaluations and intakes • Treatment planning • Diagnose mental health disorders
Approximate Percentage of time	70%
Performance Standards	<ul style="list-style-type: none"> • Respond to all referrals within one work week • Ensure self-consenting minors are informed of minor consent rules in Oregon and encourage adult participation in treatment plan. Chart that this has been discussed in all records



Key Accountability	Record Keeping
Duty Statements	<ul style="list-style-type: none"> Chart according to best practices in the Electronic Health Record system in a timely manner to ensure HIPAA compliance and accuracy
Approximate Percentage of time	20%
Performance Standards	<ul style="list-style-type: none"> Chart activities within three work days of providing care Respond to charting errors within one week of receiving notice

Key Accountability	Resource Collaboration
Duty Statements	<ul style="list-style-type: none"> Refer and connect patients with other applicable services (primary care, community resources, etc.) Consult and refer as appropriate Participate in education and community outreach activities
Approximate Percentage of time	10%
Performance Standards	<ul style="list-style-type: none"> Communicate with Clinic Team to identify available resources and patient needs Participate in CHS team meetings and continuing education to stay current with opportunities and resources.

Expectations for all staff include:

- Ability to work well with internal (coworkers, patients) and external (community partners) people is essential
- Utilization of agency tools and resources to maximize efficiency is critical (Google calendars, online order requests, email lists, etc.)
- Shall uphold the code of ethics in every interaction
- Shall represent PH professionally by being prepared, arriving on time, being engaged in the activity, and communicating factual information
- Must pass all site reviews
- Take responsibility for requesting additional training needs immediately
- Expected to keep workspace functional, sanitary & presentable for others to use
- Attend monthly staff meetings and quarterly program meetings.
- Maintain strict confidentiality of all patient information at all times.
- Other duties as assigned.

Minimum Education Level Required	Master’s Degree in Psychology, Counseling Psychology, Social Work or related field from an accredited college required. LMFT, LCSW or LPC license required or ability to achieve said license within ninety days of hire. Candidates must
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	be legally employable by a U.S. business • Candidates must have their LMFT, LCSW or LPC or show the ability to attain said license within ninety days of hire.
Minimum experience level required	Three or more years related work experience required.
Amount of supervision received by the employee	Professional consultation with contracted Mental Health Supervisor. Administration support as requested
Analytical skill required	
Level and budget volume of financial responsibility/accountability	NA
Impact of actions carried by this position	Decisions made in this position carry a significant impact to the health and well-being of patients and the community.
Diversity and complexity of the supervision exercised	NA
Scope of the human resources impact of this position	This position supervises no others and is directly supervised by the designated Clinical Supervisor. All programs/staff are responsible to the Executive Director.
Level and Nature of internal contacts	The provider is an instrumental member of the CHS care team. Frequent collaboration and sharing is critical
Level and Nature of external contacts	The provider will partner with school district personnel and external partners to ensure a current understanding of community and student concerns/needs.

COMPENSATION PHILOSOPHY STATEMENT Columbia Health Services seeks to recruit and retain highly qualified and motivated employees who will strive to support the agency’s mission, vision and values. It is the goal of Columbia Health Services to provide a compensation structure that is fair, reasonable, transparent and consistent with compensation structures of comparable non-profit agencies with like positions of complexity and responsibility, while also providing a structure that will motivate, recognize and reward excellent performance. Our company makes reasonable accommodations for individuals with disabilities who are otherwise qualified to perform a job unless such accommodations would impose an undue business hardship. Please let us know if you need an accommodation to participate in the application process. Columbia Health Services is an Equal Opportunity Employer, committed to building a culturally diverse workplace. As such, all qualified applicants are encouraged to apply and all will receive equal consideration without regard to race, color, religion, gender, national origin, or age.

Employee _____
 Signature Date

Supervisor _____
 Signature Date

Director _____
 Signature Date