

Charis Counseling, LLC

Mental Health Therapist Job Description

Job Title: Children's Mental Health Therapist

Position Description: Will work with children age 6 and older. Will provide culturally competent mental health services to individuals and families who are experiencing varying levels of difficulties due to life situations or mental health concerns.

About Charis Counseling: Charis (kar'-is) is a Greek word meaning grace. Charis Counseling is a group of licensed professional therapists operating from a Christian world view. It is our goal to extend grace to our clients, particularly during times in life when it is most needed.

Major Areas of Responsibility:

- Provide high quality, compassionate and ethical mental health therapy to clients.
- Complete clinical documentation within one week of date of service (recommended to be completed daily)
- Maintain required billable hours. Work hours must be maintained in a way that is responsive to client needs at each location. Therapists may work some evenings, early mornings, etc.
- Actively participate as a positive member of our clinic setting.
- Maintain good standing with the appropriate board and insurance entities.
- Complete all recommended continuing education requirements per state of Wisconsin requirements.
- Stay current with updated research and best practices.
- Be aware of community referral sources and refer when necessary.
- Secure client information per HIPAA standards.
- Maintain case files per state of Wisconsin and clinic standards that are up to date.
- Perform other duties as assigned (including but not limited to completion of Social Security/Disability forms, authorization and billing forms, phone calls, and participating in case consultation/collaboration meetings).

Required Knowledge, Skills and Abilities:

- Knowledge of family systems and their impact on mental health within the family
- Skill in applying varied interventions with individuals/families in crisis
- Skills in utilizing electronic record system and word processing programs.
- Skill in working with a variety of cultures
- Skill in working independently and implementing time management strategies
- Ability to provide necessary self-care
- Ability to demonstrate positive team interactions with other clinic staff (complete DiSC profile)
- Awareness of personal strengths and appropriate timing for referrals

Education and Experience:

- A masters degree in a mental health-related field
- Independently licensed and credentialed with the state of Wisconsin (or possess evidence of approval to earn post graduate 3000 toward license under supervision).

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job, but is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.