



Outpatient Job Description

Mission Statement:

Lighthouse Behavioral Health and Wellness Center was created in 2017 to provide behavioral healthcare services to members of the community informed by up-to-date, bona fide research on factors that contribute to positive outcomes in psychotherapy.

Core values

Our Multidisciplinary team is responsible for ensuring that the clinic operates within the guidelines as established by the local, state and federal regulatory bodies. In that context, however, they are also responsible for defining the cultural norms and values of the organization. This serves several functions, including: 1) giving clients the information they need to make an informed decision about whether our services are a good fit for them, and 2) ensuring that prospective employees are aware of the same, so they can decide whether it is consistent with their own practice.

Our philosophy is to live in integrity, led by example, and create a strong sense of self and community. We are committed to helping the members of our Community to restore balance and integrity in their family, academic and social situations; strengthening character helps our clients feel healthier and encourages a change in behavior.

We are seeking an experienced fee for service therapist who is looking to join our dedicated team of treatment professionals.

Responsibilities and Duties

Primary job responsibilities include:

1. Facilitate groups, family and individual sessions and completing all necessary documentations
2. Conduct level of care assessments and facilitate appropriate admissions and referrals. Complete UR for medical necessity for clients.
3. Communicate with collateral contacts including schools, family members, legal system, psychiatrists, primary care physicians, and other treatment facilities.
3. Ensure all clinical documentation is completed in a timely fashion as specified in the clinician handbook.
4. Address client issues in a timely fashion including crisis and higher level of care referrals.
5. Attend all supervision / team meetings and scheduled administrative meetings.



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6. Maintain appropriate ethical and clinical boundaries with client, family members and other staff members.
7. Maintain compliance with state and federal confidentiality laws as well as upholding our agency's confidentiality policies and procedures.
8. Maintain a professional code of conduct as established by this agency's Code of Conduct.
- 9.. Assist with the maintenance of a professional environment of care by setting up and cleaning up group rooms and offices before and after use.
10. Appropriately represent Adolescent Advocates at public and private outreach events.
11. Other duties as assigned by persons in your chain of command.

Qualifications and Skills

Requirements:

- Master's Degree in Counseling, Social Work or related field
- Strong clinical documentation skills
- 1+ years working in addictions/mental health field preferred
- Past use of an electronic health record is a plus
- Bi-lingual preferred

Job Type: Full-time

Job Type: Fee for service

Education:

- Master's (Licensed Preferred)

Language capacity needed:

- Haitian Creole
- Spanish
- Cape Verdean Creole