



## Job Description

**Job Title:** QMHP /Psychotherapist

**FLSA Status:** Non-Exempt (Hourly)

**Reports To:** Chief Operating Officer or his or her designee

**Travel:** Travel within the state of Virginia

**Schedule:** Monday through Saturday 32 hours per week  
May be required to work outside of Normal business hours

### **SPECIAL REQUIREMENTS:**

- Must pass DMV record check
- Must pass a FBI Criminal History record check:
- Must pass a Child Protective Services record check
- FBI fingerprinting check
- Must pass a tuberculosis screening

### **POSITION TITLE DUTIES/RESPONSIBILITIES:**

- Assesses and evaluates client abilities and needs.
- Assists in determining the development of goals and objectives
- Attempts to determine cause of the individual clients deficiencies
- Consults with staff and parents, placement agency, physicians, nurse
- Develops and implements behavior modification programs
- Develops intervention strategies
- Provides group , individual, and family therapy
- Maintain confidentiality of records relating to clients' treatment.
- Encourage clients to express their feelings and discuss what is happening in their lives, and help them to develop insight into themselves and their relationships.
- Guide clients in the development of skills and strategies for dealing with their problems.
- Prepare and maintain all required treatment records and reports.

- Counsel clients and patients, individually and in group sessions, to assist in overcoming dependencies, adjusting to life, and making changes.
- Collect information about clients through interviews, observation, and tests.
- Collaborate with other staff members to perform clinical assessments and develop treatment plans.
- Meet with families, school system, teacher, probation officers, police, and other interested parties in order to exchange necessary information during the treatment process.
- Refer patients, clients, or family members to community resources or to specialists as necessary.
- Plan, organize and lead structured programs of counseling, work, study, recreation and social activities for clients.
- Learn about new developments in the field by reading professional literature, attending courses and seminars, and establishing and maintaining contact with other social service agencies.
- Monitor clients' use of medications.
- Plan and conduct programs to prevent substance abuse or improve community health and counseling services.
- Run workshops/groups (i.e., H.O.P.E., TIP, Manassas Park Outreach, Manassas Midwifery Group etc.) and courses about mental health issues.
- Assist with marketing various agency programs.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Any combination of education and experience equivalent to a Master's degree in human services social work, psychology, counseling, nursing or administration and a combination of three years professional experience working in human services , Licensed mental health professional LPC, LCSW preferred.

**Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to clients, and other employees of the organization.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have an intermediate level of working knowledge with Email, Microsoft Word, Excel and PowerPoint.

**Certificates and Licenses:**

Must possess valid Virginia Drivers License and be to obtain and maintain insurance.

**Supervisory Responsibilities:**

Supervise clients inside and outside of the agency.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to walk. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and /or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel or workload etc.)

**EMPLOYEE UNDERSTANDING AND AGREEMENT**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Manager Signature**

\_\_\_\_\_  
**Date**