



**New Directions<sup>®</sup>  
Northwest Inc.**

**Administrative Office**  
(541) 523-7400  
Fax: (541) 523-4927  
2100 Main Street, P.O. Box 1005  
Baker City, OR 97814  
[www.newdirectionsnw.org](http://www.newdirectionsnw.org)

Chief Executive Officer: Shari Selander

*New Directions for Positive Changes....*

*"Specializing in helping people with Alcohol, Drug, and Gambling Addictions, Mental Health, Developmental Disabilities and Prevention."*

## POSITION DESCRIPTION

Name: Employment Status: **Regular Part-Time**

Program: **Total Health** Exempt/Non-Exempt: **Exempt**

Class Title: **Trauma Informed Clinician, QMHP** Effective Date: 2018

General Purpose: The Mental Health Counselor, QMHP will provide individual and family mental health counseling, group therapy, assessments, treatment planning, and crisis services within the physical health setting at three different federally qualified facilities, local hospital, and school setting.

Supervision Received: The Mental Health Counselor, QMHP is supervised by the Program Director of Total Health.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts individual, group and family counseling for clients needing mental health services.
- Provides crisis intervention, counseling, evaluations, safety planning and related services.
- Provides consultation, education and information to community agencies that routinely come in contact with individuals with mental or emotional disturbances, such as community providers, police agencies, hospital and emergency rooms and emergency shelters. Governed by a code of ethics of the individual's professional discipline including rules of confidentiality; working knowledge and techniques of comprehensive, community mental health services and the relationship of all mental health disciplines to the field of community of psychiatry
- Skill in dealing with mentally ill, developmentally disabled and alcohol or drug addicted persons and able to understand the behavior of people under stress; ability to develop cooperative relationships with patients, their families, and the community
- Ability to maintain a relationship with physicians, law enforcement agencies, the court, public and private administrators and the community in general; ability to interpret community mental health services
- Ability to prepare concise and complete patient treatment and progress records in a timely fashion.
- Conducts comprehensive evaluations and diagnostic evaluations; develops treatment plans which may include the delivery of medical and mental health services to include prescribed medications and the maintenance of medication supplies.
- Provides psychotherapy, counseling, and case management services to individuals, couples, families and groups.
  - This includes interviews to accumulate pertinent data, assess patient problems and develops treatment plans.
- Actively participates in joint case planning and coordination with internal multidisciplinary team and agency psychiatrists.

**Residential Intake Coordinator:**  
(541) 406-4999 Fax: 541-523-9237

**Baker House Adult Residential**  
(541) 523-6581 Fax: (541) 523-9237

**Elkhorn Adolescent Residential**  
(541) 523-8320 Fax: (541) 523-8325

**Recovery Village Women &  
Children Residential**  
(541) 523-4049 Fax 541-523-4062

**New Directions Program at Powder  
River Correctional Facility**  
(541) 523-9894 Fax: 541-523-8067

**New Directions Behavioral Health  
and Wellness**  
(541) 523-3646 Fax:(541) 523-7602

**Prevention Programs:**  
Substance Abuse  
Mental Health Promotion and Prevention

**Developmental Disabilities**  
(541) 523-8366 Fax: 541-523-4927

- Performs joint case planning and coordination in areas of behavioral health with other community agencies such as schools, group homes, community detention facility, community medical hospital and other Department of Human Service programs.
- Works with other staff and community representatives to initiate new programs, reviews, evaluates, and revises existing programs as necessary.
- Develops and conducts various groups and classes providing intensive group therapy.
- Utilizes agency clinical software system to prepare current client records of treatment and reports as necessary and required.
- Responsible for maintenance and timeliness of all records (i.e. mental health assessments, treatment plans, progress notes, level of care instruments, etc.), and other required documentation.
- Assists and/or provides back-up support with screening, referral, and crisis services as needed and directed by supervisor.
- Participates in team meetings as scheduled or assigned.
- Must have the ability to communicate effectively in writing and verbally.
- Must interact amiably with co-workers, clients and outside contacts.
- Provide counseling services to students in the therapeutic classroom and home environments.
  - Conduct individual and family counseling to students in the therapeutic classroom.
  - Conduct small group social skills instructions in the classroom.
  - Collaborate with staff to facilitate trauma informed care practices and culture in the classroom working side by side with the educational staff.
  - Work as a family liaison helping to provide knowledge and skills of trauma informed practices to parents and supporting parents in using these skills in the home.
  - Connect parents to appropriate services as identified by the student, family, and treatment team.
  - Train school staff on trauma informed practices.
  - Coordinate and plan for returning students to the regular classroom by facilitating transition meetings between general education teacher and the therapeutic classroom staff.
  - Support students for successful transition back into general education classroom within 6-9 months.
  - Work with the teacher and Baker 5J School District to identify trauma informed curriculum and develop a therapeutic class setting for both the students and their families.
- Obtain certification for OIT & Civil Commitment to serve as investigator and/or examiner in involuntary commitment procedures or critical incidents. Assists and/or provides back-up support with screening, referral, and crisis services as needed and directed by supervisor.
- Provides after-hours emergency services on a rotating one week basis from Monday at 5 PM to the following Monday at 8 AM, such as telephone consultation, crisis intervention, and pre-hospital screening examinations.
  - Provide Mental Health Crisis/Risk Assessments.
  - Create crisis stabilization and safety plans.
  - Work to develop alternatives to hospitalization if necessary, hospitalize clients.
  - Initiate Director's Hold and Civil Commitment Process, complete appropriate court documents and submit to court according to guidelines.
  - Testify in court when needed.
  - Work closely with community partners including the St. Alphonsus Hospital, all Primary Care Clinics, court system, public schools and local law enforcement entities.
  - Provide telephonic crisis response/intervention and consultation.
  - Conduct telephonic crisis intervention for individuals identified on crisis follow up list.
  - Communicate effectively with regular hour mental health counselors and supervisors regarding any crisis intervention provided after hours, to ensure a seamless transition for follow-up and case management during regular hours.
  - Complete all documentation concurrently or before next shift takes over.
  - Utilize Designee Backup when needed (i.e. out of county placement).

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(541) 523-523-4049

**New Directions Program at Powder River**  
(541) 523-9894

**New Directions Behavioral Health and Wellness**  
(541) 523-3646

**Prevention Programs:** (541) 523-7400  
Substance Abuse  
Mental Health Promotion and Prevention

**Developmental Disabilities**  
(541) 523-8366

- Arrange for secure transport when needed for out of county placement.

**PERIPHERAL DUTIES**

As assigned.

**DESIRED REQUIREMENTS**

LCSW or working towards licensure within this calendar year.

**PREFERRED REQUIREMENTS**

Journey-level professional counseling position with an M.A. degree plus two years of experience or an equivalent combination of education and experience.

**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 this job, the employee is regularly required to reach with and fully utilize their hands and arms. The employee is frequently required to stand, walk, talk and hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

Work shall be performed at a variety of settings ie: Community mental Health, Primary Care, Co-occurring residential and Community Connections. This position may require a varied work schedule, including nights and weekends. This position requires the employee to dress in a professional manner at all times.

**Note to Employee:** *DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED OF THE SPECIFIC JOB REQUIREMENTS FOR THIS POSITION.*

Will you be able to perform the essential functions of this job, with or without reasonable accommodation?

Please initial one  Yes  No

If no, please explain requirements: \_\_\_\_\_

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE, AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

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