



Outpatient Therapist

The Outpatient Therapist position provides counseling services, primarily to individuals, families, couples or groups to address wellness and behavioral health needs. This position will primarily provide individual and group counseling to clients with a wide range of backgrounds and disorders and have an average of 22-25 individual client hours a week (or agreed amount by Program and Clinical Director) depending on the needs of the organization and program. This is a full-time salaried position of 40 hours per week, with benefits. The Outpatient Therapist position is located primarily in the Santa Fe Counseling Services office, with occasional travel to our Transitional Living Program, as assigned.

Name: _____ **Date:** _____

Reports to: Program and Clinical Director

WORK PERFORMED:

- Provide individual, group, and family therapy using psycho-education cognitive/behavioral methods, motivational methods, CRA, or other evidence-based therapeutic modalities as assigned.
- Perform assessments on clients utilizing ASAM levels of care, a biopsychosocial assessment and other evaluation tools, as assigned.
- Assist clients in development and implementation of their personalized, individual treatment plans, which address their self-identified co-occurring treatment issues. Client treatment plans will be executed using various treatment techniques and therapeutic counseling skills associated with established national treatment standards for treatment of co-occurring disorders.
- Prepare and maintain complete case files on all assigned clients, making sure that all required services, forms, and reports are included and complete.
- Enforces and maintains policies, procedures, rights, rules, regulations, guidelines and adherence to and compliance with client service delivery, confidentiality, and ethics.
- Record client progress notes that are reflective of the treatment goals and objectives.
- Provides intake/admission services.
- Assists other staff in the management of clients in emergencies according to TMC policies and procedures and in accordance with training.
- Responsible for creating and maintaining a therapeutic and safe environment for clients.

- Provides and coordinates referral services for clients to other agencies for services not provided by TMC.
- Attends all mandatory Staff Meetings/Trainings as assigned.
- Participates in initial and ongoing training and other EBP's utilized for client service delivery. Maintains fidelity to the EBP's being utilized.
- Maintains confidentiality in accordance with State and Federal law, the Social Work Code of Ethics and TMC policies and procedures.
- Participates in bi-weekly individual supervision with Program and Clinical Director and other team supervisions as assigned.
- Attends meetings as assigned by the Supervisor.
- Performs other related duties as required by Supervisor.

QUALIFICATIONS:

- Master's level actively licensed in the state of New Mexico as a mental health/substance abuse Counselor or Therapist, LMSW, LCSW, LMHC, LPCC, etc.
- Two years experience working with clients with co-occurring mental health and substance abuse assessment and diagnosis, specifically with opioid dependent clients and LGBTQ clients.
- Experience providing individual and group psychotherapy.
- Must have and maintain current, valid NM Driver's License. Must also have and maintain clean driving records, as well as auto insurance. Must be able to be approved to be included on the agency's auto insurance plan.
- Pass CYFD and other background checks.
- Must identify with TMC mission and purpose.
- Have a strong desire to reduce the harm associated with substance use and to help our clients into a healthy pathway of recovery.

Preferred Qualifications

- Bi-lingual/Bi-cultural preferred. (English/Spanish/other local languages).
- Experiential Education and or Adventure Therapy background.
- Has NPI number and NM Medicaid number.

Skills, abilities and experience pertinent to both roles

- Excellent interpersonal skills with the ability to effectively listen and offer solutions without passing judgment.
- Ability to communicate in English, both verbally and in writing.
- Ability to maintain highly confidential information in a professional manner.
- Proficient in Microsoft Office including Word, Outlook, Access and Excel
- Working knowledge of standard office equipment (personal computer/laptop, phone with voicemail, fax, copier, etc.).
- Demonstrated capacity to effectively market the Center's programs while strategically developing community networks to establish and/or maintain continued support for the Center.
- Clear driving record and valid driver's license with solid driving skills due to extensive travel; willing and able to use personal vehicles for local travel on Center business with valid driver's license and proof of insurance.

- Familiarity with the social, cultural and economic make-up of New Mexico or service area and ability and willingness to work with diverse populations.

Equal Employment Opportunity: The Mountain Center provides equal employment opportunities to all qualified individual without regard to race, color, religion, ancestry, national origin, age, sex, spousal affiliation, sexual orientation, gender identity, non-disqualifying physical or mental handicap or disability, or serious medical condition

Americans with Disabilities Specifications: This position requires long periods of sitting at a desk in front of a computer. Presentation and community outreach tasks may require the employee to sit or stand for long periods of time. Extensive travel, typically by automobile; must be comfortable driving on unpaved/uneven roads and in inclement weather, during sunrise/sunset and in the dark. The employee must have the ability to clearly communicate in person and on the telephone in the decibel range of normal conversation levels.

In addition, this position requires the ability to lift 50 lb unassisted and assisted when over 50 lbs. In addition, this position requires excellent eye-hand coordination, the ability to hear normal conversations in situations that are noisy due to equipment noise, extensive walking, uneven ground, ability to climb, reaching, pulling and pushing 75 lbs and work at heights of 60 feet and or more.

Work Environment: Normal office environment, frequent use of a computer and phone and in varied weather as well as in outdoor and vehicle driving settings.

Equipment Used: Personal computer and standard office equipment (phone with voicemail, fax, copier, scanner ten-key calculator).

Job Responsibilities Notes: The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. The Mountain Center may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS

Creation Date: 12/27/2024

Revision Date:

Supervisor: I have approved this job description and reviewed with my employee.

Signature:

Date:

Employee: I have reviewed this job description with my supervisor and acknowledge receipt.

Signature:

Date:

Executive Director

Signature:

Date:

The signed acknowledgement will be sent to Human Resources for inclusion in the personnel file.