



**Job Description**  
**Therapeutic Adventure Program**  
**Project Coordinator (Therapist)**

This position is designed to support the delivery of services in the Therapeutic Adventure Program with a focus on providing adjunctive adventure/nature-based clinical services to partner agencies as well as adventure/nature-based intensive outpatient programming (IOP) for our residential program for women in recovery. Therapist Project Coordinators in the Therapeutic Adventure bill to Medicaid and support other TAP contract deliverables. This position will only work with groups and not individual clients.

**Essential Duties and Responsibilities**

**Project Coordinating**

- Design programs utilizing prescriptive programming concepts. Demonstrates evidence of creativity and sound program preparation. Adapts to group and individual goals and activities to meet the needs of the group.
- Provide group, nature, and adventure-based psycho-education, cognitive/behavioral methods, motivational methods, or other therapeutic modalities as assigned (clinical programming).
- Conducts program briefing and debriefing sessions with program staff. Responsible for completion of all program paperwork in a timely manner, activity reports, pre-and post-surveys, program evaluations, and incident reports.
- Creates and maintains program/client files and clinical notes.
- Is compliant with HIPAA standards of documentation.
- Consults with the course manager, when appropriate and possible, regarding any significant, and/or expected alterations or occurrences, i.e. cancellation, program problems, and incidents. Follows up with the course manager post-program and relays pertinent information regarding programs.
- Set up safety briefings with the course manager
- Communicates to the Program Manager/Director or designee location of programs
- Ensures that all TMC policies and procedures are adhered to at all times.

- Understands adventure program theory and concepts and embodies a clear knowledge of technical, physical, and emotional risk.
- Demonstrates ability to articulate TMC philosophy to agencies and staff.
- 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.
- Attend staff meetings and training.
- Attend bi-weekly group supervision with other clinical TAP staff.
- Maintains current first aid and CPR certification.
- Consults reference materials, manuals, etc.
- Does required paperwork, including activity reports, evaluations, and timesheets
- All duties as assigned

### **QUALIFICATIONS:**

- Master's level actively licensed in the state of New Mexico as a mental health/substance abuse Counselor or Therapist, LMSW, LISW, LMHC, LPCC, etc.
- One year or more of experience working with clients with co-occurring mental health and substance abuse
- Experience providing 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.
- 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.
- Experience in working in group settings
- Excellent time management skills as well as meeting deadlines
- Excellent communication written, oral, and electronically
- 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.)
- Solid driving skills due to extensive travel; willing and able to use personal vehicle 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.

## 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.
- Wilderness First Aid and CPR
- Land-based or outdoor recreation skills

**Equal Employment Opportunity:** The Mountain Center provides equal employment opportunities to all qualified individuals 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. 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 55 lb unassisted and assisted when over 55 lbs. In addition, this position requires excellent hand-eye 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, pushing, and work at heights of 60 feet and or more.

**Work Environment:** Normal office environment and requires frequently working outdoors, in varied weather.

The position provides 40 hours of work per week with benefits. Pay is between \$25 and \$31 an hour depending on experience, and level of licensure. Benefits offered - paid time off, sick leave, 12 holidays health insurance, dental/vision, and 401k retirement.

The Mountain Center is an Equal Opportunity Employer. Our work centers around people of color, individuals in recovery, and other marginalized communities. Therefore, we strongly encourage people with these identities and from these and other marginalized communities to apply.

Please send a cover letter, resume and application to [jobs@themountaincenter.org](mailto:jobs@themountaincenter.org)