



REGISTERED MENTAL HEALTH INTERN

BRIEF JOB SUMMARY:

In accordance with the needs of the ages of the population served by Keystone Behavioral Pediatrics, the Registered Mental Health Intern will provide billable on-site and off-site outpatient psychology services to children with developmental disabilities, skill deficits, mental health problems, and behavior problems and their families. Specifically, the Registered Mental Health Intern will provide treatment services to reduce child problem behavior and increase adaptive skills and coping skills, as well as provide parent training and monitor effectiveness and implementation of behavioral protocols in community settings, including home and school programs. As a result, the ability to communicate with diverse audiences is necessary.

Critical features of this position are described under the headings below, but are subject to change at the discretion of KBP and its management. This job description reflects the designation of essential job functions but does not provide an all-inclusive list of duties that may be assigned.

PRINCIPAL RESPONSIBILITIES AND DUTIES:

1. Clinical Services– Responsible for the design and implementation of comprehensive treatment programs for children and their families, including individual therapy, family therapy, and group family formats; coordinates case management activities; trains parents to implement treatment programs.
2. Supervision – Attends 2 hours of supervision per week, prepared with case files and up to date treatment plans and protocols.
3. Professionalism - Conducts self in a responsible and ethical manner; arrives at work in a timely manner and maintains appropriate therapist-patient relationship.
4. Administrative - Completes all paperwork, phone contacts to outside agencies and providers regarding child's treatment and development of treatment plans, goals and objectives.
5. Research - Keeps to-date with research related to cases and utilizes findings in an appropriate manner to augment treatment planning.
6. Contact Hours – Completes a minimum of 25 billable hours per week.
7. Communication - Maintains communication with other providers within and outside of KBP who are involved in the treatment of clients under one's care.
8. Documentation -Submits progress notes within 7 days of service being rendered.
9. Attends and participates in staff meetings, case conferences, team meetings, and any others related to direct clinic care.

10. Maintains familiarity with Florida state laws, and the laws and ethical guidelines defined by the credentialing boards with respect to patient confidentiality, conflicting interests, reporting of abuse, and patient termination.

PHYSICAL REQUIREMENTS:

1. Must be able to assume a variety of postures (kneeling, squatting, crouching, sitting, standing, etc.) in the course of working with children with developmental disabilities and behavior problems.
2. Must be able to lift and carry clients in braces and other adaptive equipment.
3. Must be able to restrain/hold/transport patients in the course of behavioral management.
4. Must be able to work in a stressful environment while maintaining a calm demeanor throughout daily interactions with patients, staff, parents, and visitors.
5. Must be able to receive detailed information through oral communication
6. Must have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned.
7. Must be able to sit at a computer terminal for extended periods of time.
8. Must be able to travel to and from different locations and sites in the greater Jacksonville and South Georgia areas.
9. Must have manual dexterity sufficient to perform various keyboard functions.
10. Must be physically present at the assigned job site.

REPORTING RELATIONSHIP:

SUPERVISED BY: Clinical Child Psychologist, Licensed Mental Health Counselor

QUALIFICATIONS:

- Individual must demonstrate competency across all age groups due to the diversity of the children and families served by KBP.
- Clinical care focus is on the neonate, pediatric, and adolescent populations, as well as some adults with disabilities.

EDUCATION/EXPERIENCE:

- This position requires a master's degree in mental health counseling or related field.

RELATED TRAINING:

Assessment and training background with developmental disabilities, as well as mental health disorders in children, and philosophical appreciation for behavioral interventions in a clinical setting

Maintain up-to-date training/certification status in CPR, Professional Crisis Management, and other company-provided in-service topics

KNOWLEDGE/SKILLS/ABILITIES:

- Must be able to accept constructive feedback.
- Must be able to organize and manage time and manage multiple tasks.
- Must possess excellent verbal and written communication skills.
- Ability to develop and maintain effective communications and working relationships with other employees, clients, and their families as well as the general public, across all age groups, including but not limited to neonate, pediatric, adolescent, and adult populations.
- Ability to demonstrate professional behavior by adhering to organizational policies and procedures, and assuming authority appropriately.
- Must maintain adequate personal grooming consistent with professional appearance.
- Must pursue education or training necessary to perform at the level of competence required to incorporate the hardware, software, technologies, and ideas relevant to specific job responsibilities.
- Knowledge of normal/abnormal growth and development throughout the age continuum.
- Ability to provide, assess, interpret, and communicate age-specific data (in response to treatment protocols).

I have read and understand the contents of this Job Description:

Employee Signature: _____

Date Signed: _____