Title: Mental Health Clinician
Reports to: VP of Mental Health Services
Department: Mental Health
Location: Brooklyn, NY

Position Overview: The primary responsibility of the Mental Health Clinician is to provide clinical services to 35-40 participants and their family members and complete documentation regarding the provision of these services. The Mental Health Clinician also supports the agency in supervising Clinical Mental Health Interns and in other necessary responsibilities of the Mental Health team as necessary. This position reports to the Vice President of Mental Health Services and works closely with the Executive Director.

Essential Functions
Specific Job Functions/Responsibilities:

- Provide clinical services to 30-35 individual participants and their family members, through weekly individual and family psychotherapy sessions of 30-45 minutes in length
- Conduct case management for all individuals and families who are impacted by incarceration through advocacy in schools, court, and contact with ACS and foster care agencies
- Complete all clinical documentation to sustain the regulations and requirements outlined by the Office of Mental Health, including Progress Notes, Contact Notes, Treatment Plans, Annual Comprehensive Updates, Assessments, Consent Forms, and any other related necessary documentation.
- Support Children of Promise, NYC Project DREAM Mentoring Program by coordinating ongoing correspondence and connection with all mentors and assigned clinicians. Coordinate all necessary forms of communication and introductions to new mentors and therapeutic supportive team members.
- Facilitate monthly one-hour workshops on therapeutic themes to best support mentors abilities to best support and form strong attachments with the children in the program.
- Task-manage 1-2 Mental Health Interns on administrative responsibilities, including clinical paperwork.
- Work in collaboration with the Vice President of Mental Health Services and the CEO in completing applications for grants, awards and certifications for the mental health department and the ADA requires employers to keep confidential any medical information they learn about any applicant or employee. Medical information includes not only a diagnosis or treatments, but also the fact that an individual has requested or is receiving a reasonable accommodation. as these opportunities arise.
- Work in collaboration with the CEO and the Vice President of Mental Health services to communicate the mission, services and structure of our organization to outside agencies, press,
and universities as these inquiries arise

- Perform other duties as assigned

**Qualifications**

**Education/License Experience**

- Licensed Master’s degree in Social Work is required
- Minimum of one (1) year experience in social work field

**Skills & Key Attributes:**

- A demonstrated ability to coordinate, inspire, and motivate others
- High level of communication skills, both written and oral
- Experience working in an ethnically diverse community
- Clear background check and clear fingerprinting from OMH
- Current CPR/First Aid certification
- Excellent computer skills

**Working Conditions and Physical Demands Required**

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Hearing and speaking to exchange information
- Bending at the waist, kneeling, or crouching
- Sitting or standing for extended periods of time; up to 30% of shift
- Lifting objects up to 25 pounds
- Ability to work with youth and the general public
- Remain in a stationary position or ambulate while monitoring and assisting participants
- Ability to work flexible shifts

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**Disclaimer:** The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.