



<b>Job title</b>	Mental Health Practitioner (ARMHS Practitioner)
<b>Reports to</b>	ARMHS Treatment Director

### Job purpose

The staff in this position will provide Adult Rehabilitative Mental Health Services (ARMHS) to adults 18 years and older who have mental health challenges, to help the adult and their family return to a level of functioning that they would have developed if typical development had not been impaired by one or more mental health disorders.

### Duties and responsibilities

- Secure client information per HIPAA standards.
- Maintain case files that are up to date as described: a) Review diagnostic assessment completed by a MH Professional prior to initiating services, b) Develop and implement a culturally appropriate treatment plan and crisis plan for each client, c) Ensure that all necessary releases, health care coordination forms, notice of privacy rights, ITP signature form, transportation waiver, and consent to treatment are current and resigned each year, d) Review treatment plans with consulting MH Professional at least every 180 days, e) Administer Outcome Questionnaires, Functional Assessments, LOCUS, and any other assessments as required, f) Maintain progress notes within the electronic record after each session, per CSS documentation guidelines.
- Provide direct client support in different settings (Home, school, community)
- Work closely with counties, schools, medical professionals and other community service providers in coordinating services by following coordination of care procedures.
- You must be able to independently manage your own schedule.
- Travel to clients to meet them in the least restrictive environment. You will not be required to work in all counties - referrals come in from all counties so flexibility will allow you to build your caseload more quickly.
- Meet with Supervisor at least monthly.
- Attend Monthly Clinical Business meeting.
- Complete MHIS reporting as required for each client.

### Qualifications

- ⊘ Must meet Mental Health Practitioner criteria, per MN statute, and must be proficient with computer, email, and Microsoft applications.
- ⊘ Must have a valid driver's license/insurance and reliable vehicle.
- ⊘ Persons who have at least two years toward a degree in behavioral sciences OR human services or 4,000 hours of supervised paid work experience in the delivery of mental health services to adults with serious mental illness or traumatic brain injury OR three years of personal life experience with serious and persistent mental illness or three years of life experience as a



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primary caregiver to an adult with a serious mental illness or traumatic brain injury are encouraged to apply.

- ☒ Must be able to pass state background study and a valid Minnesota Driver's license and meet company driving requirements.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_