



JOB TITLE: Therapist
REPORTS TO: Program Director
STATUS: Exempt

SUMMARY OF POSITION

The Shelter Therapist will provide intensive clinical therapeutic services to guest with mental health or substance abuse diagnosis. These services are designed to meet the specific mental health needs of the identified guest as they relate to their diagnosis and can be provided for appropriately in a community setting. Outpatient therapy includes psychoeducational activities/interventions designed to help the guest manage and overcome or cope with mental and emotional issues. Services are provided with guest-centered, group centered and family-centered approaches and are delivered through intensive, time-limited, goal specific interventions.

WORKING SCHEDULE

Full Time M-F 10:00 a.m. to 6:00 p.m. tentative. Schedule may shift to meet the needs of guests.

ORGANIZATION DESCRIPTION

Montana Rescue Mission (MRM) began in 1948 and was incorporated in 1957 to serve the homeless population in Billings, MT, and the surrounding area. Our core values are to treat all people with dignity, compassion, and respect. Our programs and services are designed to help end the cyclical nature of homelessness. We are addressing causes, such as addictions, generational poverty, lack of education, poor budgeting skills, diminished mental or physical capacity, and others as well as serving those who are struggling to overcome these barriers one person at a time.

RESPONSIBILITIES

- Coordinate, schedule, lead and offer therapy to guest and families.
- Provide therapy to guest and families as directed.
- Design, coordinate, and implement therapy of guests with an emphasis on trauma informed care.
- Design, develop and maintain detailed confidential records on therapy sessions following procedure, protocol, and best practices.
- Use appropriate assessment tools to determine therapy approach, treatment planning, and ongoing therapies.
- Develop and implement a client treatment plan based on assessment.
- Provide best practices training for case managers and intake specialist on behavioral and emotional issues related to working with guests and families.

- Provide detailed reports, progress, and trends of therapy program to management as requested.
- Chart and document session within 24 hours of seeing a guest.
- Pass along session code to Program Director within 48 hours after a session.
- Complete Assessments of clients within 30 days.
- Create a treatment plan for individual guests within 2 weeks.
- Compile notes in Service Point Client Tracking Portal
- Lead behavioral discussions at staff meetings offering coaching and suggestions for interventions.
- Assist in developing and implementing the infrastructure to bill for services.
- Remain current on all billing to ensure timely and appropriate billing.
- Make referrals and schedule guest and families with needs we are unable to serve to other appropriate community agencies.
- Assist with other projects and responsibilities as assigned.

ACCEPTABLE EXPERIENCE AND TRAINING

- Master's degree in counseling, Rehabilitation or Social Work.
- Licensed Montana Licensed Clinical Professional Counselor or Social Worker.
- Licensed Addiction Counselor (LAC) Certification preferred.
- Proven track record of leadership and implementation.
- Strong proficiency in Microsoft Word, Excel, and database programs.
- Must be accurate and detail oriented; possess strong organizational and time management skills; and the ability to prioritize competing priorities in a complex and fast paced environment.
- Ability to work under pressure with tight deadlines.
- Must be able to interact professionally with guest, families, donors, and volunteers.
- Ability to present Montana Rescue Mission to groups and individuals.
- Excellent communication skills.
- Excellent customer service skills.
- Ability to use good judgment and maintain confidentiality of information.

ALL EMPLOYEES' RESPONSIBILITIES

- Support the mission and values of Montana Rescue Mission.
- Attend staff meetings and regular one-on-one meetings with supervisor.
- Be an active, constructive, and supportive team member.
- Maintain a teachable attitude and spirit.
- Demonstrate superior service to everyone at Montana Rescue Mission.
- Adhere to all policies, systems, and procedures of the organization especially regarding confidentiality, risk management, and licensing issues.
- Participate in required training.
- Become knowledgeable about the employee policies, procedures, systems, and processes.
- Be able to pass background check and random U.A. tests.
- Participate in developing and implementing goals to prioritize, organize, and accomplish work.
- Be a public representative of Montana Rescue Mission

STATEMENT:

Montana Rescue Mission is a privately funded 501(c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious, and we are a Christ-centered ministry which is dedicated to sharing the Gospel by being an exemplary provider of effective and efficient solutions for those we serve, from a distinctly Christian perspective. We consider every position to be essential in the fulfillment of our ministry and Mission Statement. Employees must:

- Be able and willing to share the Gospel and participate in the spiritual activities of Montana Rescue Mission including leading/participating in prayer, devotions, bible studies, etc.;
- Subscribe to the Montana Rescue Mission Statement of Faith, Core Values, and Qualifications for Employment upon hire and continuously while employed; and
- Adhere to the Montana Rescue Mission Employee Handbook.

My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive.

Signature

Printed Name

Date