

**Western Montana Mental Health Center  
410 Windward Way  
Kalispell, MT 59901  
Phone: (406) 257-1336  
Fax: (406) 257-1353**

**Position:** Outpatient Clinical Therapist - (Children's)

**Close Date:** Open until filled

**Hours:** FT – 40 hours per week.

**Job Summary:** FT - 40 hours per week. Provides clinical services to children who are clients of Western Montana Mental Health Center.

**Essential Job Responsibilities:**

- Carry a case load as assigned by Supervisor in accordance with the State Contract and WMMHC practices.
- Meet assigned productivity standards regarding billable units.
- Professionally represent WMMHC in the community through the provision of consultation, education and networking with law enforcement, social service agencies, and concerned citizens throughout the community.
- Provide emergency coverage as assigned by the supervisor.
- Complete initial assessments, evaluations, diagnosis and treatment plans for child(ren) clientele, encouraging the client to take an active role in the treatment planning process.
- Provide psychotherapy according to the needs of the client as indicated by the treatment plan.
- Make referrals to appropriate community resources as indicated by the needs of the client.
- Work the scheduled FTE (Full Time Equivalency) as assigned.
- Abide by the employee Code of Ethics, Policies, Procedures and Values set forth by Western Montana Mental Health Center and professional standards.
- Accurately complete personal daily time sheets and appropriate billing logs and submit to supervisor in accordance with program policy.
- Attend and participate in all required meetings
- Exercise discretion and maintain client and employee confidentiality.
- Navigate electronic records and knowledge of Microsoft Office computer systems.
- Complete all required paperwork in compliance with the State Standards and WMMHC Policies and Procedures.

**Knowledge & Abilities:**

- Thorough knowledge of serious mental illness, family and general systems theory, principles and techniques of program development, effective treatment approaches for children and families; knowledge of dynamics of human behavior and social relationships.
- Ability to provide direction, training and clinical supervision to a group of staff representing various educational backgrounds; ability to diagnose severe problems in social functioning; to develop, implement and evaluate service plans for persons experiencing mental illness or emotional disturbance within the multi-disciplinary team setting; and communicate effectively orally and in writing.

**Education and Experience:**

- Master's Degree in Social Work, Psychology or a related field.
- Two years of progressively responsible post-graduate experience in a community mental health center or similar setting.

**Certification/Licensure:**

- LCSW or LCPC licensure in the State of Montana preferred
- Certification or ability to become certified as a Mental Health Professional Person in Montana within 90 days of employment.