

WESTERN MENTAL HEALTH CENTER, INC.
JOB DESCRIPTION

POSITION TITLE: Mental Health Practitioner

DEPARTMENT: ARHMS

SUPERVISOR: Program Director

FLSA: Non-Exempt

SALARY LEVEL: E-6

POSITION SUMMARY: Employee must consistently teach, educate, train, guide, learn, plan, work, and coordinate living skills, social skills, community skills, and work skills to enhance the well being of clients in facility.

ESSENTIAL FUNCTIONS:

1. Performs all duties in accordance with the policies and procedures of the Center.
2. Provides client support in the areas of goal setting, independent living skills, recreation, and mental health education.
3. Participates in and is responsive to Center quality assurance procedures, cooperates with the center peer review and utilization procedures, and follows established procedures pertaining to maintenance of accurate and complete clinical records.
5. Maintains and follows center billing procedures and requirements in a timely manner.
8. Assist clients with lining up transportation, arranging for meetings and appointments as needed.
9. Serve as a productive member of a multi-disciplinary team.
12. Other areas as determined by the center.

OTHER RESPONSIBILITIES:

1. Is sensitive and responsive to management needs such as data collection and program evaluation.
3. Ability to travel as required.
4. Performs other work-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. A minimum of a Bachelor's degree in a human service related field from an accredited university/college and one to three years clinically supervised experience required.
2. Must have excellent verbal, written, organizational and interpersonal skills.

3/2025