



Position: Mental Health Professional

Classification: Part Time, hourly

Reporting Relationship: Coordinator of Therapy Services

Position Summary: Mental Health Professional provides direct service therapy to clients at Mane Stream.

Requirements:

- Maintain current licensure in the state of New Jersey
- Maintain certification in First Aid and CPR
- Minimum 1 years' experience in direct treatment
- EAGALA Certification desirable but not required
- Knowledge of horses

Essential Functions:

- Must be able to lift and carry 50 pounds for up to 10 feet and sustain aerobic activity for 30 consecutive minutes.
- Must be able to work in a variety of positions, including but not limited to: stooping, kneeling, crouching, crawling, reaching, sitting
- Must be able to tolerate a variety of outdoor conditions, air conditioned buildings and fluorescent lights.
- Must be able to hear and process ordinary conversation, telephone conversation, and quiet sounds with or without aid.
- Must be able to operate and use equipment necessary to perform essential functions of the job.

Principle Duties and Responsibilities:

Therapy Services:

- Conduct new client evaluations
- Report schedule changes with clients/families to Coordinator of Therapy Services
- Develop a Plan of Care for each client
- Provide direct therapy within the scope of practice for mental health licensure
- Discharge clients according to developed Plan of Care and discharge criteria
- Maintain accurate documentation in Practice Perfect EMR for mental health clients, including but not limited to evaluation, dates of service and daily progress notes.
- Consult with Coordinator of Therapy Services to establish therapy goals, treatment plans, and equipment use as appropriate.

- Work in conjunction with a PATH Intl. Equine Specialist in Mental Health and Learning (ESMHL) or EAGALA Certified Equine Specialist, unless dually certified
- Assist with determining equipment needs and ensure all equipment meets safety standards
- Write client reports for appropriate agencies, such as insurance, school districts and governmental agencies
- Complete continuing education hours as it pertains to mental health and other certifications as needed
- Supervise one clinical fieldwork student per year as assigned by the Coordinator of Therapy Services
- Collaborate with other therapy professionals as needed
- Complete and file required emergency forms immediately after an incident and inform Coordinator of Therapy Services.

Administrative:

- Maintain HIPAA requirements
- Adhere to federal, state, and PATH Intl. requirements, EAGALA Best Practices and insurance requirements pertaining to therapy
- Communicate scheduling needs, anticipated changes and client requests to Coordinator of Therapy Services
- Communicate equipment needs to Coordinator of Therapy Services
- Stay current on emerging and published research and incorporate the findings in this research into programs and services at Mane Stream

Financial:

- Complete accurate billing for all therapy clients
- Assist with funding requests and reports related to therapy

Other:

- Consult with administrative staff as needed
- Help in special events as needed
- Other duties as assigned

Department: Program

1/24/20