

**TITLE: Lead Mental Health Practitioner**

**Responsibilities and Scope of Practice:**

A lead mental health practitioner under the treatment supervision of a mental health professional or certified rehabilitation specialist may provide an adult client with client education, rehabilitative mental health services, functional assessments, level of care assessments, and treatment plans.

A lead mental health practitioner must not provide treatment supervision to other staff persons. A lead mental health practitioner may provide direction to mental health rehabilitation workers.

A mental health practitioner who provides services to clients according to section 256B.0624 or 256B.0944 may perform crisis assessments and interventions for a client.

In the absence of the Program Director the Lead Mental Health Practitioner is responsible for all aspects of the operation of the program and the program's compliance with all applicable requirements. The Lead Mental Health Practitioner must know and understand the implications of this chapter; chapters 245A, 245C, and 260E; sections 626.557 and 626.5572; Minnesota Rules, chapter 9544; and all other applicable requirements.

**Hours Worked:**

May be full or part-time; hours may include day time, afternoons, evenings and weekends. The specific number of times of scheduled hours should be established upon hiring. All persons in this position should be prepared to work weekends and holidays. Schedule changes may be made upon short notice to meet requirements of the program. Rotating on-call emergency shift coverage.

**Responsible To:**

The Lead Mental Health Practitioners are directly responsible to the Program Director and under clinical supervision of the Treatment Supervisor - Mental Health Professional.

**Qualifications:**

- Lead Mental Health Practitioners must meet the qualifications in 245I.04 Subdv. 4 (a-d).
- Must have 2+ years of experience delivering services in a RCSS or IRTS program.
- Supervisory experience or a strong desire for professional growth in leadership and management skills.

**Responsibilities and Standards of Performance:**

**\* Degree of Authority to Act:**

**A** = Independently    **B** = With supervisory consultation

- A.** Oversee flow of evening shift work (tasks, intakes, cleaning, etc.)
- A.** Coordinate evening shift change meeting.

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- A.** Review documentation and address missing, incorrect and format issues prior to professionals approving.
- A.** Organizing and participating in weekly staff meeting attendance and ancillary completion.
- A.** Oversee documentation of direct observation forms for Rehab workers.
- A.** Complete daily logs to track daily documents for individuals in our care.
- A.** Oversee completion of daily task forms (may include: disinfecting checklist, safety checklist, key check out, visitor log, delivery log, etc.)
- B.** May provide assistance with administrative duties such as insurance authorizations, census, budget and informed consent.
- A.** Assist in training new staff through on the job coaching and mentoring.
  
- B** Updating community schedules and resources for staff.
  
- A.** Produce and distribute incident reports within the shift of the relevant event, as needed.
- B.** Attend agency meetings and participate in clinically oriented groups as requested by the Program Director.
- B.** Assist with license requirements and inspections, including posting emergency procedures.
- B.** Perform client record audits for compliance under DHS and County RSS regulations as needed.
- A.** Ensure that fire and tornado drills are completed monthly.
  
- A.** Perform routine cleaning and light house maintenance, and request maintenance assistance as needed.
  
- A.** Answer staff telephone and read and respond to company e-mails during every shift.
  
- A.** Oversee the planning and coordinating of recreational and social activities.
  
- A.** Oversee the planning of holiday activities and special events.
  
- A.** Provide an atmosphere that will stimulate development of self-confidence and self-worth.
- B.** Be available to supervise and assist clients in meeting their medical and mental health care needs.
  
- A.** Maintain open and honest communication with the Program Director and other staff, promoting the concept of teamwork and support.
  
- A.** Know, uphold and support the policies, procedures and philosophy of this program and organization.
  
- A.** Participate in all training necessary to this position as specified by policy and Program Director.
  
- B.** All other direct care MH Practitioner duties.
  
- B.** All others duties as assigned and documented by the Program Director or Treatment Supervisor.

### Competencies:

- Knowledge of symptoms and course of serious and persistent mental illness as well as medications and other therapies used to treat mental illness.
- Knowledgeable about and ability to utilize various substance abuse treatment modalities such as Harm Reduction and Motivational Interviewing.

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- Knowledge of evidence-based clinical practices.
- Demonstrable working knowledge of Vulnerable Adults Laws and other pertinent rules and regulations.
- Ability to assess and manage crisis situations.
- Ability to develop appropriate therapeutic relationship with clients.
- Able to work independently and as a member of an interdisciplinary team.
- Able to use a computer for word-processing, database management and email.
- Able to accommodate flexible working hours.

I acknowledge that I have read and understand this document.

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Date of Hire

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First Date of Direct Contact

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Signature

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Date