



WebMed Mental Health Services  
WebMedMN.com  
1001 Avenue B Cloquet, MN 55720  
925 E Superior St. Suite 113 Duluth, MN 55802  
(p) 218.310.8896 / (f) 218.206.6276  
[Info@WebMedMN.com](mailto:Info@WebMedMN.com)

## **Position Description**

### **Position Title: Mental Health Therapist**

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**Purpose:** Provide therapeutic interventions to clients who are diagnosed with mental health disorders. This service will be provided through psychotherapy and psycho-education in an effort to assist clients in becoming mentally stable, emotionally balanced, socially adjusted, physically well and spiritually alive.

**Classification:** Full-Time, Exempt

**Reports to:** Director of Therapy

### **Essential duties and responsibilities:**

The Mental Health Therapist is responsible to ensure and/or deliver proper documentation in the provision of treatment services including: Diagnostic Assessment, Individual Psychotherapy, Treatment Plans, completing weekly Progress Notes, and the maintenance of client records in accordance with Minnesota DHS and WebMed policy.

### **Treatment Services**

- Complete Diagnostic Assessments and provide diagnosis according to the DSM V diagnostic criteria.
- Upon initiation of services, ensure that each client has a treatment plan that addresses the client's diagnosis, immediate health, safety, and preliminary service needs.
- Oversee the Treatment Plan which is subject to amendment until services to the client are terminated. The Treatment Plan must include treatment goals, specific methods to be used to address identified problems, resources to which the client is being referred, and client goals.
- Enter progress notes in each client's file weekly or after each treatment service. The progress notes must reference the individual treatment plan.
- Ensure the content and format of client records are uniform and entries in each case are signed and dated.
- Participate in the weekly treatment team clinical meetings to review and update client progress
- Ensure appropriate coordination of care for patients and collaboration with other professionals

### **Continuing Education and Training**

- Stay current regarding professional research, techniques, etc.
- Complete continuing education courses in current treatment concepts and methods as required by the State of Minnesota to maintain Professional Licensure as a Mental Health Therapist
- Attend in-house training and staff meetings.

### **Other**

- Other duties assigned by Supervisor.

### **Minimum Qualifications:**



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- Master's degree from an accredited university
- Two years' experience with high-risk adult populations preferred
- Licensed as a Mental Health Professional as per Minnesota State Statute 245I.04.2:
  - A Licensed Independent Clinical Social Worker (LICSW),
  - Licensed Marriage & Family Therapist (LMFT),
  - Licensed Professional Clinical Counselor (LPCC),
  - or Licensed Psychologist (LP)
- If unlicensed, must meet the requirements to be classified as a Clinical Trainee as per Minnesota State Statute 245I.04.06
  - have completed a master's or doctorate educational program in behavioral health, and are in the process of pursuing LPCC, LMFT, LICSW, or LP licensure in Minnesota.
- Excellent individual counseling and documentation skills.
- Ability to relate to people with substance abuse, mental illness and other life-controlling problems
- Ability to keep on task and meet weekly minimum caseload requirements.
- Ability to successfully complete MN Dept of Human Services background study prior to hire.