

**Coalition for Hispanic Family Services  
JOB DESCRIPTION**

**Program:** Mental Health Clinic  
**Job Title:** **Other Licensed Professional (OLP) Fee-for Service Community Service Provider**  
**Reports To:** Supervisor  
**Date Available:** Currently Available  
**Date Posting:** June 02, 2021

**To apply:** Submit a resume and cover letter with qualifications to Jeanette Burgos, Deputy executive Director, at [jburgos@hispanicfamilyservicesny.org](mailto:jburgos@hispanicfamilyservicesny.org)

**JOB CATEGORY:** Master's Degree with licensure in Social Work, Marriage and Family Counseling, Mental Health Counseling

**SERVICE LOCATION:** Community locations where the child/youth lives, works, attends school, engages in services, and/or socializes.

**OFFICE LOCATION:** 315 Wyckoff Avenue, 6<sup>th</sup> Floor, Brooklyn, New York 11237

**Program TYPE:** Children and Families Treatment and Support Services

**ROLES AND RESPONSIBILITIES:**

The Other Licensed Professional (OLP) will provide **community based** mental health services in the home and other natural community-based settings, to children/youth designed to prevent the progression of behavioral health needs through early identification and intervention, and to assess the needs of children/youth for which behavioral health conditions have not yet been diagnosed. The provider will offer treatment to correct or ameliorate a delay or problem with healthy relationships or developmental functioning for children/youth with existing diagnosis for whom flexible community based treatment is needed. Upon completion of a clinical assessment the provider may recommend further medically necessary services, such as rehabilitative services. All services are delivered in a trauma informed, culturally and linguistically competent manner.

Responsibilities may include:

- The completion of a comprehensive clinical assessment to identify a child/youth and family's behavioral strengths and challenges, problems and service needs, through the observation and evaluation of the child/youth/family's current mental, physical and behavioral conditions and history.
- Diagnose, and/or determine medical necessity for services that will correct or ameliorate conditions discovered during the initial assessment.
- Develop a treatment plan with the child/family to restore functioning and/or ameliorate behavioral health symptoms.
- Provide psychotherapy (counseling) for the purpose of alleviating symptoms or functional limitations associated with a child/youth's diagnosed behavioral health disorder
- Provide crisis intervention when and if the child/youth experiences psychiatric, behavioral or situational distress

## **OTHER LICENSED PROFESSIONAL (PSYCHOTHERPIST) JOB DESCRIPTION (CONT'D)**

- Connect child/family to medically necessary rehabilitative services based on needs identified in the comprehensive clinical assessment and provide psychotherapy when it is determined as medically necessary.
- As appropriate, make referrals to, and maintain cooperative relationships with public and voluntary agencies, programs, services and facilities
- Accurate and timely completion of progress notes, treatment plans, required case records, reports and statistics as assigned.
- Participation in weekly supervision with a planned agenda.
- Participation in required trainings
- Perform such other duties as assigned.

### **Qualifications:**

- Graduate of an Accredited School of Social Work or equivalent Master's level degree in counseling, psychology or related field.
- Current New York State License in Social Work, Marriage and Family Counseling, Mental Health Counseling
- Good writing/record keeping skills.
- Ability to navigate an Electronic Health Record.
- Ability and willingness to travel to client's home, school, etc.
- Knowledge of Spanish may be helpful.
- Understanding and appreciation of the roles of race, religion, ethnicity, sexual preference, and individual values as they relate to servicing clients and families.

**NOTE:** This job description and specifications are not intended and should not be construed as an exclusive list of all responsibilities, skills or working conditions associated with the job. They are intended to be an accurate reflection of the principle requirements of the position. Any questions or concerns should be directed to the immediate supervisor.