

Centennial Mental Health Center, Inc.  
**Job Description**

**Job Title:** Mental Health Professional I – Substance Use Disorder Program **Job Class:**  
Program Delivery  
**Reports to:** Regional Clinical Director, Program Manager or  
Regional Operations Director **Grade:** 4  
**Status:** Exempt

**POSITION SUMMARY**

Provides supportive behavioral health interventions to a variety of individuals which may include children/adolescents, adults and older adults.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides behavioral health interventions to assigned consumers either in individual or group sessions.
2. Develops service plans; monitors treatment progress, and follows-up at disposition times.
3. Works with a multi-disciplinary team to monitor and coordinate care, assisting clients to access agency programs and services as well as outside community resources.
4. Provides services (including intensive services for individuals and families) in a variety of settings including office, consumer homes, hospitals, law enforcement facilities, etc.
5. Maintains accurate and timely clinical records consistent with Center standards.
6. Participates in meetings, in-services and supervisory sessions as required.
7. Performs other job duties as assigned.

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**JOB REQUIREMENTS**

**EDUCATION**

Bachelor's Degree in psychology, social work, or other human services field.

**ABILITIES, KNOWLEDGE, SKILLS**

Basic awareness of mental health and substance abuse concepts and issues. Knowledge of community and agency resources. Ability to serve wide range of consumers, including culturally diverse populations. Knowledge of cultural issues that may have a bearing on service provision. Effective written and verbal communication skills. Computer literacy to include basic skills in e-mail communication and word processing. Ability to work flexible hours which may be required. Ability to travel within the Center's service area or to other locations as needed.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

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Employee Signature

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Date

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Administrative Supervisor

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Date