

Title: Therapeutic Mentor
Classification: Therapeutic Mentor
Supervisor: Child & Adolescent Division Director

Maintenance of a good driving record, Personal Automobile Liability coverage (\$20,000 - \$40,000), and complete training for Therapeutic Mentoring through the Department of Mental Health.

Primary job functions and performance expectations:

1. Provides support to clients and families to improve age-appropriate social functioning impacted by a behavioral health condition.
 - A. Assist clients in navigating social settings, learning new skills, and making progress toward their treatment goals.
 - B. Supporting, coaching, and training clients in age-appropriate behaviors through development of basic living, social, and communication skills.
 - C. Link clients to appropriate recreational and social activities.
 - D. Facilitate activities to support treatment engagement and skill practice.
 - E. Meet face-to-face with clients individually and families in the office, home, and in the community.
 - F. Accomplish initial contact with clients within one week of referral.
 - G. Coordinate with client's treatment team at least once per week.
 - H. Participate in treatment and service planning meetings.
 - I. Complete all statistical, administrative and clinical documentation within one working day of all pertinent clinical activities.
 - J. Submit documentation which is concise, accurate, and in accordance with Center policies and DMH Standards.
 - K. Meet assigned quarterly average for billable services.
2. Maintains and improves professional skills.
 - A. Participate in regular supervision meetings.
 - B. Attend and actively participates in professional workshops when appropriate, in-service training, and Quality Assurance review.
 - C. Effectively utilizes people on staff for consultation.
3. Works effectively with support personnel.
 - A. Provides accurate, timely, and precise information to support personnel.
 - B. Maintains effective working relationships with support personnel.
4. Completes other related duties as assigned by immediate supervisor.

- A. Will execute these duties and responsibilities in a timely and accurate manner.
- B. These duties will be treated with the same importance in relation to confidentiality and priority as other duties and responsibilities.
- C. Involvement in Consultation and Education activities (at least two per year).