

# MUSKOGEE COUNTY COUNCIL OF YOUTH SERVICES

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**CINDY PERKINS**  
**EXECUTIVE DIRECTOR**

## **JOB DESCRIPTION** **LICENSED BEHAVIORAL HEALTH PROFESSIONAL (LBHP)**

Reports to: Program Director

### **Qualifications:**

LBHPs are 1) Allopathic or Osteopathic Physicians with a current license and board certification in psychiatry or board eligible in the state in which services are provided, or a current resident in psychiatry. 2) Practitioners with a license to practice in the state in which services are provided for those actively and regularly receiving board approved supervision, and extended supervision by a fully licensed clinician if the board's supervision requirement is met but the individual is not yet licensed, to become licensed by one of the following licensing boards: (A) Psychology; (B) Social Work (clinical specialty only); (C) Professional Counselor; (D) Marriage and Family Therapist; (E) Behavioral Practitioner; (F) Alcohol and Drug Counselor. 3) Advanced Practice Nurse (certified in a psychiatric mental health specialty), licensed as a registered nurse with a current certification of recognition from the board of nursing in the state in which services are provided. 4) A Physician Assistant who is licensed in good standing in the state and has received specific training for and is experienced in performing mental health therapeutic, diagnostic, or counseling functions.

### **Job Summary:**

The LBHP is responsible for providing therapy services and case management services to designated clients served by Muskogee County Council of Youth Services. The LBHP is also responsible for maintaining updated caseloads and including completed acceptable documentation as indicated. The LBHP will adhere to all policy and procedures in daily operations and service delivery.

### **Essential Functions:**

1. Provide individual, group and family therapy according to client need and as outlined in the client's treatment plan.
2. Assessment and treatment of youth and their families in order to improve and maintain levels of mental health functioning.
3. Prepare and maintain up-to-date clinical records according to Muskogee Youth Services, Oklahoma Health Care Authority clinical standards, and DMHSAS for each client
4. Actively engage clients through a variety of counseling techniques.
5. Participate in case staff and participate in the prior authorization process.
6. Case documentation including meeting deadlines for completed paperwork.
7. Progress notes will be completed, signed and dated appropriately and submitted on Tuesday's by 12:00pm for the previous week's contact with clients.
8. Facilitate and receive consultation and education in-house and as requested by the community.

9. Attend weekly meetings and monthly staff meetings to receive and provide recommendation regarding cases, Agency policies and procedures and quality assurance.
10. Provide updates to social workers, courts or other community organizations as needed, provided the proper releases have been signed.
11. Complete peer review/internal quality assessment recommendations as requested.
12. Develop and complete prior authorizations and extensions on all referrals and/or clients.
13. Receive 24 hours of training and staff development annually to comply with licensing requirements of the Agency.
14. Respond appropriately and in a timely manner to all APS correspondence.
15. All other duties and tasks assigned by the Executive Director.

**Possess working knowledge of and utilize skills in the following areas:**

1. Communication skills and assertiveness training
2. Child and adolescent behavior management
3. Substance abuse education
4. Family dynamics
5. Child development
6. Group and individual counseling
7. Human relations
8. Therapeutic recreation
9. Ethical behavior
10. Parent effectiveness training
11. Child abuse assessment and intervention
12. Domestic violence assessment and intervention
13. Legal statutes pertaining to job performance
14. Juvenile delinquency
15. Knowledge of evidence-based practices for therapy

By placing my signature below, I acknowledge that I have read, understand and agree to the terms stated above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director or Designee

\_\_\_\_\_  
Date

**Position- Full Time Counselor for Boys Group Home. The position requires Master's Degree, Licensure for LMFT, LPC, LADC or LCWS or be under supervision for same. Competitive pay and benefits. Apply or fax resume to H.R. Department (918) 686-6859 Mon-Fri 8:00 am-5:00pm.**