### Friends For Life Corporation

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Mental Health Clinician</th>
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</thead>
<tbody>
<tr>
<td>EXEMPT:</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>DEPARTMENT:</td>
<td>Client Services Department</td>
</tr>
<tr>
<td>STATUS:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>REPORTS TO:</td>
<td>Clinical Services Manager</td>
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</tbody>
</table>

Are you a mental health provider who loves helping the greater Memphis community and thrives in a fast-paced, collaborative environment?

For more than three decades, **The Friends For Life Corporation** has been preventing the spread of HIV and helping those affected by HIV/AIDS live well. Our holistic, client-centered approach provides a variety of services coordinated through one centralized model. We strive to address the roots of need—including stigma and inequality—to improve health and wellness for everyone we serve. Our goal is to eliminate new transmissions of HIV in Memphis and the Mid-South and **empower those living with HIV to become their healthiest, happiest selves**.

The Mental Health Clinician will provide individual and group clinical sessions.

**ESSENTIAL DUTIES AND RESPONSIBILITES** include the following. Other duties may be assigned.

1. **Client Engagement and Follow-Up**
   - Implement clinical behavioral health programs serving both individuals at risk of HIV and individuals living with HIV, including individual and group therapy sessions.
   - May provide family and couples therapy as needed.
   - Provision of group and individual based mental health services to 75 unduplicated individuals per RW grant year.
   - Encourage clients to express their feelings and discuss what is happening in their lives, and help them to develop insight into themselves and their relationships.
   - Guide clients in the development of skills and strategies for dealing with their problems.
   - Counsel clients and patients, individually and in group sessions, to assist in overcoming dependencies, adjusting to life, and making changes.
   - Ensure clinical outcomes are met for supported clients.

2. **Community Engagement**
   - Act as client advocates in order to coordinate required services or to resolve emergency problems in crisis situations
   - Collaborate with other staff members to perform clinical assessments and develop treatment plans.
   - Provide outreach and recruitment for FFL mental health programming.
• Represent the agency at meetings or other gatherings of service providers as needed or directed.
• Provide supervision to BSW and MSW interns.

3. **Data Entry**
   Ensure timely and accurate data entry for clinical clients.

4. **Case Notes and Documentation**
   • Complete and submit monthly, quarterly, and routine service reports as required.
   • Complete thorough case notes on all client sessions

5. **Chart/File Management**
   • Prepare and maintain all required treatment records and reports.
   • Maintain confidential records in keeping with all applicable ethical guidelines and legal requirements.

6. **Client Plans and Assessments**
   • Develop and implement treatment plans based on clinical experience and knowledge to include wellness plans that refer to Wellness University services

7. **Supervisory Responsibilities**
   • None

8. **Administrative Support**
   • Other duties and responsibilities as assigned.
   • Participate in coaching sessions with supervisor a minimum of one time per week.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Regular and predictable attendance is necessary.
• Maintain confidential information and adhere to all policies and procedures regarding Protected Health Information (PHI)

**EDUCATION and/or EXPERIENCE:**
• Master’s Degree in Social Work or related field.
• Preferred 2 years working with persons with HIV/AIDS and/or other issues including chemical addiction, homelessness, and mental illness preferred.
• Bilingual is a plus

**LANGUAGE SKILLS:**
• Fluency in English.

MATHEMATICAL SKILLS:
Have the ability to perform basic math procedures such as addition and subtraction, multiplication, division and percentage calculation.

REASONING ABILITY:
Employee must have the ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS:
• Must hold a current license in good standing LMSW, LCSW, or LPC in Tennessee (Arkansas and Mississippi Licensure is a plus)
• Must have a valid State Driver’s License, provide proof of automobile insurance coverage to employer at all times and have an automobile to be used daily to perform job duties.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Remaining in the seated position.
• Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
• Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken.
• Providing instructions to other workers accurately, loudly, or quickly.
• Frequently lifts and/or moves up to 25 pounds.
• Specific vision abilities required by this job include close vision and the ability to adjust focus.
• Extended periods of computer use
  o Sit for long periods of time at a computer.
  o Repeat the same movements.
  o Use their hands to handle, control, or feel objects, tools, or controls.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions.
• Must be sensitive to the culturally and racially diverse nature of clients and visitors to FFL.
• Must be able to interact with everyone in a friendly, helpful manner.
• The ability to work well in a fast pace environment.
• The ability and desire to work in a team environment.

OSHA CATEGORY:
This position performs tasks that may involve exposure to blood, body fluids, or tissues. Training will be provided per Standard Operating Procedure for your area of operation. All FFL employees are offered the opportunity to receive the Hepatitis B vaccination series.

COMMENTS:
This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Friends For Life is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law.