



Tierra Nueva Counseling Center, LLC

3952 San Felipe Road, Santa Fe, NM 87507

Mental Health Professional

JOB DESCRIPTION

REPORTS TO: Clinical Director of TNCC

TYPE OF POSITION: Full-time 40 hours a week

WORK SCHEDULE: Must be willing to work at least one evening and Saturday per week

DUTIES AND RESPONSIBILITIES:

- Follow guidelines and protocols as described in the TNCC Policy & Procedure Manual and Staff Handbook
- Conduct biopsychosocial and diagnostic assessments, treatment plans, and other necessary documentation in a timely, thorough, and professional manner that meets the standard of care
- Provide individual, family, group, and/or couples therapy to assigned clients
- Assess client progress, coordinate care with other providers when appropriate, and make community referrals as needed
- Record and maintain adequate electronic health records promptly
- Use only the assigned SWC email accounts and softphones for all work-related duties.
- Attend weekly individual/group supervision with the clinical director
- Attends staff meetings for professional development, training, and continuous quality improvement and policy review

QUALIFICATIONS:

- Master's in counseling, Art Therapy, Social Work or the equivalent
- Must have LMHC, LMSW in the State of New Mexico (non-independently licensed) or the equivalent
- Must have knowledge and experience with adults, couples, children and families
- Bilingual (English Spanish) preferred
- Must hold and maintain individual professional liability insurance with minimum limits of \$1 million/\$3 million.
- Strong interpersonal skills and ability to work as part of a team.
- Must carry a caseload of 20-24 clients
- Ability to work with culturally diverse students, staff, and clients
- Proficient with case documentation and electronic health record-keeping
- Positive and compassionate attitude
- Complete a criminal record/fingerprint check
- Must be proficient in telehealth and EHR