



State of New Mexico  
Classification Description

## BEHAVIORAL HEALTH THERAPIST

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### **General Summary**

Behavioral Health Therapists are trained and licensed to treat clients with emotional, behavioral and mental disorders. They may work in conjunction with psychologists and psychiatrists, and refer patients to these specialists as they see fit. Counseling sessions may be one-to-one, group therapy, or sessions involving family members. As part of the counseling process, they conduct interviews, testing and risk assessment sessions with patients in order to evaluate their mental condition and formulate a treatment plan. They keep detailed notes and records on their patients and monitor their progress.

### **Behavioral Health Therapist I**

**Jobcode:** HBHT20

**Pay Band:** HF

**FLSA Status:** FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

### ***Distinguishing Characteristics***

The provisionally licensed Behavioral Health Therapist, under supervision, collects and documents information about clients from community providers and interviews, observes, and tests clients to evaluate their physical or mental conditions.

### **Recommended Education and Experience for Full Performance**

Licensure in New Mexico as an LMSW, LISW, LMHC, LMFT, LPCC, LCSW, or LPAT and one (1) year of experience as it pertains to the essential duties and responsibilities of the classification.

### ***Minimum Qualifications***

Licensure in New Mexico as an LMSW, LISW, LCSW, or temporary licensure in New Mexico as an LPCC, LMHC, LMFT, or LPAT.

### ***Essential Duties and Responsibilities\****

- Assists in providing behavioral health services such as assessment, diagnosis and treatment.
- Assess patients for risk of suicide attempts or oversees that community providers do so.
- Counsels individuals, groups, families, or communities regarding issues including mental health, poverty, unemployment, substance abuse, physical abuse, rehabilitation, social adjustment, child care, or medical care.
- Collects and documents information about clients through staffing with community providers, probation parole officers, interviews, observation and tests to evaluate clients' physical or mental condition.
- Collaborates with counselors, physicians, probation parole officers, families, nurses and treatment teams to plan and coordinate treatment.
- Refer clients, or oversee that community providers refer clients to community resources for services such as job placement, debt counseling, legal aid, housing, medical treatment, or financial assistance, and provide concrete information, such as where to go and how to apply.
- Provides diagnostic testing for clients which may include conducting structured clinical interviews and mental status exams using evidence based psychometric measures, and scoring and interpreting test results under supervision of a medical doctor or full independent licensed staff.
- Provides crisis intervention when necessary for clients and collaborates with facility treatment clinicians.

### **Behavioral Health Therapist II**

**Jobcode:** HBHT23

**Pay Band:** HG

## BEHAVIORAL HEALTH THERAPIST

**FLSA Status:** FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

### *Distinguishing Characteristics*

The full non-independent licensed Behavioral Health Therapist charged with arranging, managing, and modifying different courses of evidence-based treatments of diagnosable mental health disorders.

### **Recommended Education and Experience for Full Performance**

Licensure in New Mexico as an LMSW, LISW, LMHC, LMFT, LPCC, LCSW, or LPAT and three (3) years of experience as it pertains to the essential duties and responsibilities of the classification.

### *Minimum Qualifications*

Licensure in New Mexico as an LMSW, LISW, LMHC, LMFT, LPCC, LCSW, or LPAT and one (1) year of experience as it pertains to the essential duties and responsibilities of the classification.

### *Essential Duties and Responsibilities\**

- Assesses the mental and behavioral health status of referred clients.
- Formulates differential diagnosis of mild to moderate mental health conditions and/or substance abuse.
- Formulates short-term and long-term counseling plans for patients under care.
- Counsels individuals, groups, families, or communities regarding issues including mental health, poverty, unemployment, substance abuse, physical abuse, rehabilitation, social adjustment, child care, or medical care.
- Counsels parents or oversees that community providers counsel parents with child rearing problems, interviewing the child and family to determine whether further action is required.
- Counsels students or oversees that community providers counsel students whose behavior, school progress, or mental or physical impairment indicate a need for assistance, diagnosing students' problems and arranging for needed services.
- Consult with parents, teachers, and other school personnel to determine causes of problems such as truancy and misbehavior, and to implement solutions.
- Consults with medical professionals and other providers regarding complex patients and their medications prescribed by providers.
- Assist clients, or oversee that community providers assist clients in adhering to treatment plans, such as setting up appointments, arranging for transportation to appointments, and providing support.
- Analyze client history of criminal behavior, gang involvement, mental health issues, family issues, and substance abuse to obtain and identify mental health counseling and treatment planning.
- Plan, implement, and document follow-up and aftercare programs for clients to be discharged from treatment programs in consultation with community providers.
- Identifies patients with urgent mental health conditions (e.g. suicidal, homicidal, psychotic, etc.) and makes appropriate referrals to available emergency or psychiatric treatment facilities.
- Provide written document of counseling sessions, assessments, interventions, and recommendations for providers and to meet requirements for medical records documentation.
- Provide non-scheduled urgent assessment of patients with medical clinic appointments.
- Maintain and update professional knowledge and proficiency through continuing education, staff meetings, workshops and serving on special committees.

### **Behavioral Health Therapist Supervisor\*\***

**Jobcode:** HBHT26

**Pay Band:** HH

**FLSA Status:** FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

## BEHAVIORAL HEALTH THERAPIST

### *Distinguishing Characteristics*

The full independent licensed Behavioral Health Therapist Supervisor charged with providing clinical supervision and modifying, through subordinate BHT staff, different courses of evidence-based treatments of diagnosable mental health disorders.

### **Recommended Education and Experience for Full Performance**

Licensure in New Mexico as an LISW, LCSW, LMFT, LPCC, or LPAT and five (5) years of experience in behavioral health, and one (1) year of supervisory experience as it pertains to the essential duties and responsibilities of the classification.

### *Minimum Qualifications*

Licensure in New Mexico as an LISW, LCSW, LMFT, LPCC, or LPAT and three (3) years of experience as it pertains to the essential duties and responsibilities of the classification.

### *Essential Duties and Responsibilities\**

- May conduct court-ordered evaluations and provide testimony in court proceedings.
- Prepares reports for quality improvement.
- Provides in-service training on relevant topics for co-workers as requested.
- Participate in a team management approach to patient care/treatment.
- Maintain an understanding of how behavioral health priorities are administered in the State of New Mexico.
- Assists Medical or Therapy Director in developing protocols for counseling services and criteria for outside referrals for advanced/emergency psychiatric care.
- Follows agency guidelines, consult with specialists and colleagues to review and participate in the care of patients receiving indirect/contract medical services.
- Develop, review, and document service plans based on research, clinical experience, and client histories in consultation with clients and community providers and perform follow-ups assessing the quantity and quality and progress of services provided.
- Plan, implement, and document follow-up and aftercare programs for clients to be discharged from treatment programs in consultation with community providers.
- Maintains appropriate documentation of clinical and counseling services, including all necessary billing information.
- Prepares monthly productivity reports.
- Ensures accurate and consistent use of encounter forms for all client contracts with behavioral health providers to ensure accurate billing of third party resources.

### **Behavioral Health Therapist Manager I**

**Jobcode:** HBHX30

**Pay Band:** HI

**FLSA Status:** FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

### *Distinguishing Characteristics*

Full independent licensed Behavioral Health Therapist Manager responsible for directing, coordinating and managing behavioral health services for multiple facilities, regions, or field offices; oversight and review of work and documentation of subordinate BHT supervisory personnel.

## **BEHAVIORAL HEALTH THERAPIST**

### **Recommended Education and Experience for Full Performance**

Licensure in New Mexico as an LISW, LCSW, LMFT, LPCC, or LPAT and seven (7) years of experience in behavioral health, and two (2) years of management experience as it pertains to the essential duties and responsibilities of the classification.

### ***Minimum Qualifications***

Licensure in New Mexico as an LISW, LCSW, LMFT, LPCC, or LPAT and five (5) years of experience in behavioral health, and one (1) year of management experience as it pertains to the essential duties and responsibilities of the classification.

### ***Essential Duties and Responsibilities\****

- Maintains quality care through participation in peer review, policy development and quality improvement programs.
- Assists Bureau Chiefs, Clinical, Medical, Therapy or Behavioral Health Directors, in developing protocols for counseling services and criteria for outside referrals for advanced/emergency psychiatric care.
- Prepares monthly productivity reports.
- Charged with arranging, managing, and modifying, through subordinate BHT supervisory staff, different courses of evidence-based treatments of diagnosable mental health disorders.
- Reviews reports and gives recommendations regarding treatment.
- May conduct court-ordered evaluations and provide testimony in court proceedings.
- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Develop, review, and document service plans based on research, clinical experience, and client histories in consultation with clients and community providers and perform follow-ups assessing the quantity and quality and progress of services provided. Prepares reports for quality improvement.
- Provides in-service training on relevant topics for co-workers as requested.
- Participates in the development of a team management approach to patient care/treatment.
- Maintain an understanding of how behavioral health priorities are administered in the State of New Mexico.
- Follows agency guidelines, consult with specialists and colleagues to review and participate in the care of patients receiving indirect/contract medical services.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Collaborates with counselors, physicians, probation parole officers, families and nurses to plan and coordinate treatment by drawing on clinical experience and patient needs.
- Provides or oversees community providers' crisis intervention when necessary for clients and collaborates with facility treatment clinicians.
- Develops, reviews and documents service plans based on research, clinical experience and client histories in consultation with clients and community providers and performs follow-ups assessing the quantity, quality and progress of services provided.
- Conducts audits of behavioral health services provided by facilities and individuals complete with audit reports and management of corrective action plans if necessary.

### **Behavioral Health Therapist Manager II**

**Jobcode: HBHX35**

**Pay Band: HJ**

**FLSA Status:** FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

## BEHAVIORAL HEALTH THERAPIST

### ***Distinguishing Characteristics***

Work involves planning, managing, and evaluating the development and delivery of all major program services for behavioral health and directing a comprehensive program for a statewide population, typically geographically dispersed. Large and complex comprehensive programs typically involve facility or residential treatment settings. Supervision of Behavioral Health Managers.

### ***Recommended Education and Experience for Full Performance***

Licensure in New Mexico as an LISW, LCSW, LMFT, LPCC, or LPAT and nine (9) years of experience in behavioral health, and four (4) years of management experience as it pertains to the essential duties and responsibilities of the classification.

### ***Minimum Qualifications***

Licensure in New Mexico as an LISW, LCSW, LMFT, LPCC, or LPAT and seven (7) years of experience in behavioral health, and two (2) years of management experience as it pertains to the essential duties and responsibilities of the classification.

### ***Essential Duties and Responsibilities\****

- Manages behavioral health services including responsibility for behavioral health staff, contracts, strategic planning, budget, policy and procedures, resources, training, licensing and accreditation.
- Manages through subordinate managers and supervisors the quality and effectiveness of services provided.
- Responsible for licensing, accreditation, and regulatory compliance of all program services and staff. Determines the form and content of all client record forms used by staff.
- Leads Behavioral Health Department representation on clinical and administrative management committees.
- Provides review of court orders and provides testimony as an expert witness.
- Coordinates evaluation scheduling, performs specialty evaluations, and composes specialty reports.
- Collects data, provides analysis, and reports on key performance indicators for the program or facility/agency initiatives.
- Provides expert diagnosis and treatment through consultation and technical supervision of behavioral health professionals, supervision of complex problem cases, and direct service.
- May provide supervision of specialty evaluations, trainees, residents, and contractors.
- Conducts audits of behavioral health services provided by facilities and individuals complete with audit reports and management of corrective action plans if necessary.

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**Statutory Requirements:** Statutory requirements for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted including. It is the hiring Agencies responsibility to ensure the appropriate licenses/certifications are obtained for each position.

**Conditions of Employment:** Conditions of employment for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted.

**Working Conditions:** Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Established:** 10/18/2019

**Revised:**

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*\*Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*

*\*\* Supervisor must supervise two (2) or more full-time positions.*