

# Therapist



**Department:** Family Centered Services

**FLSA Status:** Non-Exempt

**Reports to:** Clinical Supervisor

**Date:** April 2018

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## Position Summary:

The Therapist provides structured, goal-oriented, time-limited therapy primarily in the natural environment of families who need assistance recovering from physical, sexual, or emotional abuse, neglect, or other issues.

## Essential Functions:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide 24 hour crisis intake, intervention and consultation seven days week
- Engage families in therapeutic process
- Complete ongoing risk assessment and monitor family/parental progress
- Develop short and long term family goals with measureable outcomes
- Resolve immediate crises and teaches skills necessary for families to remain together and provide for the safety of all members of the family.
- Participate in rotation of crisis phone and adheres to policies/procedures regarding crisis phone.
- Complete a designated number of direct service hours
- Secure supplementary information such as employment, medical records, or school reports.
- Schedule sessions at times that are convenient to the client and when client problems are likely to occur including evenings and weekends maintaining a flexible workweek that adapts as changes are needed.
- Accept new cases 24 hours a day 7 days per week upon request from a supervisor seeking to make contact and begin services within 24-48 hours of referral.
- Travel to client homes and community locations.
- Select and administer various tests such as psychological tests, personality inventories, and intelligence quotient tests, to identify behavioral or personality traits and intelligence levels, and records results. Reviews results of tests to evaluate client needs.
- Attend Family Team Meetings and Court, including testimony, as requested.
- Refer client to supportive services to supplement treatment and counseling.
- Collaboratively works with referral sources and other internal programs.
- Manage schedule independently
- Compile records in accordance with agency policies and prepares reports with their client, including assessments, treatment plans, daily case notes and monthly progress reports

## QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

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## Education/Certification/Licensure:

- Master's or Doctorate degree with a current license issued by the Indiana Behavioral Health and Human Services licensing board as one of the following: 1) Social Worker, 2) Clinical Social Worker, 3) Marriage and Family Therapist, 4) Mental Health Counselor, 5) Marriage and Family Therapist Associate, 6) Mental Health Counselor Associate
- Master's degree with a temporary permit issued by the Indiana Behavioral Health and Human Services licensing board as one of the following: 1) Social Worker, 2) Clinical Worker, within 90 days of hire and 2 years related clinical experience
- Valid driver's license

## Experience Required:

- 3-5 years previous field experience preferred

## Knowledge and Skills Required:

- Strong connection with the community and ability to maintain positive relationships
- Ability to resolve conflict and difficult situations peacefully
- Understanding of effective crisis resolution techniques
- Excellent communication skills, both written and verbal
- Ability to educate, inspire, and motivate others
- Attention to detail
- Organization and time management
- Ability to complete tasks at all hours of the day

## Physical Requirements:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones, and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

- Provide transportation in own car as necessary

## Working Conditions:

- Work is performed in a pleasant office environment and in families' homes. This role is exposed to tobacco smoke, domestic animals, household pests, and other conditions common to domestic environments.
- Travel up to 30%.

## INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The Organization reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the Organization in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the Organization. Position descriptions are not intended as and do not create employment contracts. The Organization maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.