

## **THERAPIST**

### **GENERAL DUTIES:**

Assesses new referrals and provides counseling/psychotherapy services to persons who have been determined to have a behavioral health diagnosis and are likely to benefit from counseling and/or psychotherapy intervention.

### **SPECIFIC DUTIES:**

1. Completes mental health diagnostic assessments on new referrals including: reviewing current symptoms, collecting relevant background information, assessing patient assets and strengths, assessing mental status, formulating a diagnostic impression and determining the appropriateness of treatment.
2. Prepares, based on a completed diagnostic assessment and in conjunction with the patient, a patient-specific treatment plan, emphasizing patient strengths and preferences, and focusing primarily on strategic interventions targeted toward specific patient problems.
3. Provides appropriate counseling/psychotherapy to assigned individuals, families, couples or groups, in accordance with their specific treatment plans.
4. Links patients to needed organizational and community based services and advocates for services on their behalf.
5. Communicates with referral sources, and consults with other professionals both inside and outside of the organization, in order to assure coordinated care for mutual patients.
6. Provides occasional crisis stabilization services to his/her own patients or to patients who contact the agency over the lunch hour, with referral for additional emergency services from specialized programs, when required.
7. Encourages patient compliance with psychotropic medication, when prescribed, and keeps the prescribing psychiatrist informed of any compliance difficulties.
8. Monitors changes in patient status, adjusts the treatment plan as necessary and tracks changes in identified risk factors
9. Provides community education or consultation, on an occasional basis, to other caregivers or community groups.
10. Completes necessary documentation of services provided, in accordance with the Center's Quality Assurance standards and within the required time frames.

11. Collects required outcomes assessment data on assigned patients, consistent with the required time frames, and documents the use of assessment information in treatment planning and evaluation.
12. Assists in keeping patient medical records updated for those patients who may have discontinued active involvement in on-going counseling/psychotherapy services, but who still receive psychotropic medication from the organization. Becomes re-engaged with such assigned patients as circumstances warrant.
13. Attends and participates in staff meetings, unit meetings and supervisory sessions, as required, and in other agency committees, quality improvement teams and task forces, as assigned.
14. Maintains professional licensure and keeps up to date with required organizational trainings.
15. Works cooperatively with other program staff to assure program success in achieving annual program goals and objectives.
16. Provides, at a minimum, the expected amounts of billable services assigned to his/her position.
17. Abides by the corporate policies and procedures, with special attention to the Policy on Patient Rights, the Confidentiality Policy, the Counseling Center's Code of Ethics and the Code of Ethics of his/her profession.
18. Completes other duties, as assigned, or as required for effective and efficient operation of the organization.

#### SUPERVISORY RESPONSIBILITIES:

1. Independently licensed individuals may provide clinical training supervision to other non-independently licensed staff, as assigned.

#### WORKING CONDITIONS:

1. Position is generally office-based with regular work hours, although occasional extra hours may be required
2. Position requires working one evening per week in order to assure accessibility for program patients
3. Position may require working in more than one office location
4. Position may require exposure to difficult or resistant persons or persons with severe psychiatric illness, including those with a potential for acting-out

CLINICAL SUPERVISOR: a) For non-independently licensed staff: LISW-S, LPCC-S, or Psychologist, as assigned

b) For independently licensed staff – none required

ADMINISTRATIVE SUPERVISOR: Director of Counseling and Psychotherapy Services

POSITION TYPE: Exempt

POSITION CLASSIFICATION: Therapist

WORKER CREDENTIALS/CHARACTERISTICS:

1. Licensed as an LSW, LISW, LPC, LPCC
2. Master's degree in a relevant mental health area
3. Knowledge of theoretical and practical approaches to counseling/psychotherapy and the ability to competently implement those approaches with a variety of patients
4. Knowledge of standard DSM and/or ICD diagnostic categories and criteria
5. Ability to communicate effectively in written and oral form
6. Ability to successfully engage and maintain a variety of patients in the treatment process
7. Ability to deal appropriately with sensitive issues
8. A commitment to quality care including timely and accurate documentation
9. An interest in short-term, strategic interventions
10. Capacity for self-motivation and the ability to work independently, handle job-related stress, and manage time and effort in a way to assure the production of expected amounts of billable services
11. Ability to relate successfully with co-workers at all levels of the organization and to work cooperatively with professionals from other organizations and/or referral sources
12. Basic keyboarding skills, adequate to complete necessary patient records and

maintain necessary documentation

13. A valid driver's license, evidence of personal automobile insurance and of insurability by the organization's automobile liability insurance carrier; or, in the absence of such documentation, the ability to complete essential functions of the position within whatever driving and travel restrictions are imposed by the Center

**KEY PERFORMANCE INDICATORS:**

1. Satisfactory, or better ratings, on the annual performance evaluation
2. Timely and accurate completion of required charting and other documentation
3. Successful achievement of annual productivity expectation for billable services.
4. Compliance with applicable Quality Assurance standards and guidelines.
5. Evidence of successful efforts to engage patients in treatment and sincere efforts to provide good customer service