



JOB DESCRIPTION

Position: OUTPATIENT THERAPIST

Reports To: Director of Clinical Services

Function: Under supervision and administrative guidelines, the outpatient therapist renders psychosocial therapeutic service to individuals, couples and families and may offer it to groups. Services rendered are in counseling and/or of an educational nature in a broad range of family problems, or may be the provision of more specific services.

Qualifications: Minimum requirement is a graduate degree in the human services field with the M.S.W. degree being preferred. Has had opportunity to acquire and develop some skills in the area of interviewing, recording, observation, some modalities of treatment, and demonstrated a liking for and ability to work with people. Evidence of good moral character, physical health, and emotional stability shall be required. Knowledge includes background in individual and group behavior, social structure and communities.

Duties and Responsibilities:

A. Service Competence:

1. Engages and sustains appropriate therapeutic relationships with clients throughout the therapy process.
2. Obtains pertinent history and psychosocial information necessary to formulate an initial assessment/diagnosis and treatment plan for each client being served.
3. Continues to assess case movement, to regularly re-evaluate diagnosis and treatment plan and to effectively modify treatment focus based upon the new data.
4. Clarifies the context of the clients and works within that context to resolve issues of importance to the client.
5. Knows, respects and works effectively with varying client capacities and uses client readiness to determine timing of interventions throughout the treatment process.

6. Models appropriate behaviors for clients.
7. Has knowledge and utilization of various resources (consultants, collaterals, ancillary services) as may be necessary and beneficial in the management, assessment, and treatment of their clients.
8. Recognizes that the process of therapeutic intervention must include attention to those matters that interrupt, change or terminate the therapeutic process.

B. Use of Self:

1. Has clear commitment to N.A.S.W. "Code of Ethics".
2. Is self-aware, knows how he/she impacts others and how others impact them.
3. Has ability to assess and manage one's own reactions in situations generated by client contact.
4. Learns from work experiences with clients and colleagues and integrates such knowledge into their own personal professional style.
5. Seeks to use self optimally to fulfill professional commitments to clients, colleagues and the agency.
6. Seeks to use self optimally in representing the agency to the community.
7. Participates in developing solutions to problems for practice and the agency.
8. Utilizes various educational training opportunities made available through the agency to enhance and increase professional skills.
9. Utilizes regular supervision to enhance professional effectiveness.
10. Carries out assignments and is accountable to the designated supervisor for the quality and quantity of work performed.
12. Attends and participates in staff and clinical team meetings and other meetings as required.
13. Participates in Case Record Review process when requested.
14. Adheres to policies and procedures stated in the agency's Employee, Clinical, Client and Operational Handbooks and as explicated in the Shared S:Drive Policies and Procedures folder.

15. Develops annual individual work plan to define professional goals and objectives with designated supervisor.

C. Range of Effective Practice:

1. Ability to work in differing modalities: individual, conjoint, family and group treatment.
2. Skills in treating clients from different social, class and role groupings.
3. Maintains useful relationships with the community and other professionals.
4. Works effectively with both emotional and environmental concerns of clients.
5. Has knowledge and ability to utilize a variety of strategies and techniques within a treatment modality or with treatment modalities.
6. When available and or/requested will handle emergency walk-ins or crisis/information phone calls.
7. Readiness to refer clients appropriately to other staff and programs within the agency.

D. Job Organization:

1. Manages assigned workload following agency policies and procedures regarding the intake and treatment process, the use of agency forms, works within required time frames, maintains necessary documentation, correspondence, reports and legible progress notes.
2. Exhibits work habits that accommodate the need for order and flexibility.
3. Follows agency office procedures by filling out forms required for: statistics (daily activity sheet and monthly case list). Absence requests (sick leave, vacation, personal, conference, travel) expense vouchers, supply requests, etc.
4. Responsible for monitoring client payments as it relates to fee policy as needed.

E. Extent of access to Protected Health Information Permitted:

1. The Outpatient Therapist has access level 3: access to their own case files and as needed case files for clinical services.