



## JOB DESCRIPTION

**Position** Outpatient Therapist, Full Time, Exempt

**Reports To** Director of Clinical Services

**Work Hours:** Variable

### **Function**

Under Director of Clinical Services guidance and direction, person performs all duties pertinent to the position of Outpatient Therapist.

### **Summary of Primary Duties and Responsibilities**

1. Maintains a caseload based on availability.
2. Establishes and maintains a regular schedule, including one evening until 8:00 pm per week.
3. Completes documentation according to requirements imposed by the Agency, contracts and accrediting bodies.
4. Attends necessary supervision and Agency meetings based on licensure, credentialing, and Agency requirements.
5. Abides by policies and procedures set forth by the Agency.
6. Maintains current and unrestricted licensure within the State of Michigan.
7. Other duties as assigned by the Director of Clinical Services.

### **Essential Skills to Perform the Job**

- Excellent verbal and written communication, with attention to detail
- Ability to provide crisis intervention
- Ability to think critically and problem solve
- Advanced knowledge of working with diverse populations including individuals, families, and groups

### **Qualifications**

This position requires an advanced degree in Social Work, Counseling, or Psychology with current state license and experience in treatment working with individuals, families, and groups. CAADC credential or Development Plan preferred. Proficiency in computer software systems is a must. This position must be able to interact effectively with all levels of staff and the board of directors.

**Level of Access to Protected Health Information** Level 4, to own case files only

### **Family & Children's Services Core Competencies**

All employees are expected to demonstrate the following behaviors:

- Positive Impact
- Communication
- Client Orientation
- Initiative
- Relationship Building
- Adaptability