

JOB DESCRIPTION

PART TIME PSYCHOTHERAPIST II

Job Summary

- To provide psychotherapy to individuals, couples, families, and groups
- To provide community education and/or professional training
- To maintain complete, timely, meaningful and accurate records of client sessions including therapeutic activities and client progress
- To provide court testimony, supervision, or other professional services as needed
- To be informed about community referral sources and makes appropriate referrals
- To adhere to professional ethical standards and maintain professional license
- To participate in agency sponsored activities and/or events
- To meet standards of professionalism, work habits, personal relations and adaptability and growth as specified in general evaluation component
- To participate in Quality Improvement Teams

Specific Duties

1. Therapeutic Practice

- Render direct therapy
 - Direct Service Standard: 60% of FT schedule to be billed annually
- Provide educational presentations as requested (staff, FLE's, seminars, United Way, media, EAP presentations, etc.)
- Maintain licensing requirements
- Adhere to professional ethics
- Quarterly supervision with Director of Clinical Programs

2. Collateral Service

- Provide collaboration, when appropriate, with staff, referral sources and family members of clients
- Provide court testimony as requested
- Acknowledge and resolve grievances or complaints involving this therapist
- Complete paperwork according to agency standards
 - Submit and complete assigned peer review and return to DCP
 - Keep progress notes up to date (day of session)
 - Complete assessments after first visit
 - Complete treatment plan (1st visit) and have signed (3rd session)
 - Have files in order for termination
 - Complete termination summaries (when client not seen 90 days)

3. Additional Professional Services (as assigned by DCP)

- On an individual basis therapist may be contracted for any of the following:
 - May provide supervision for local practicum students
 - Supervise local professionals who are working toward licensure
 - Maintenance of a specific program ex. Sex Offenders; juvenile boot camp, senior program etc..
 - Provide staff training

4. Community Representation

- Provide presentations to the community
- Teach other professionals about family systems and family psychotherapy
- Provide peer consultation to other staff members
- Represent Family Counseling Service in agency sponsored events
- Maintain professional demeanor in the community

5. Staff Development

- Participate in staff meetings
- Participate in case consultations
- Share materials learned in continuing education, readings, and self development
- Provide leadership and support to peers in case consultation and staff meetings regarding policies, procedures, programs and accreditation standards
- Participate in CQI process as a team member

6. Additional Responsibilities

- Maintain a safe, clean, accessible and appropriate office for the needs of diverse client base
- Show an awareness of and sensitivity to cultural and sociological characteristics of all persons served
- Other duties as assigned.

Qualifications

- Licensure: LCSW, LMFT, LPC
- Ability to work with other community resources for referral and collaboration.
- Ability to organize and maintain a therapeutic caseload.
- Ability to establish a rapport and to maintain professional boundaries and ethics.
- Willingness to work in high demand job that requires flexibility and creativity.
- Ability to use computer systems.
- Knowledge and Ability to work with Electronic Billing and Electronic Health Records.
- Ability to be a team player and work for the good of the agency.
- Ability to utilize knowledge of clinical/therapeutic theory to bring about behavior change.
- A sensitivity to and ability to respond appropriately to cultural differences of consumers.
- A commitment to empowering others to solve their own problems
- Belief in the capacity of people to grow and change

I have read and understand the requirements for my employment.

Printed Name and Credentials

Employee Signature

Date

