

JOB DESCRIPTION:	THERAPIST
Date:	April 2021
Grade:	5T or 6T
Location:	Outpatient
Supervisor:	Regional Director, Assistant Regional Director, or Team Lead
Exempt:	Yes

GENERAL PURPOSE: Utilizes a variety of person centered, culturally sensitive treatment approaches to work with a diverse client population. Service goals include: providing effective behavioral health therapy to clients to improve their functioning and to prevent a higher level of care; linking clients to other services and agencies; and improving the coping skills of individuals and families. May be assigned to give greater concentration to one or more of the Center's priority populations and/or services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Delivers and documents individual, group, family therapy, crisis intervention and case management services to clients designated by The Center. These services may be delivered in the office or within the community, and can include providing services in an outpatient setting to clients referred for substance use disorder treatment. SUD service delivery may take place in the jail, and include DUI classes, Drug Court, and other community/grant projects.
- Conducts mental health status examinations and diagnostic assessment to establish differential diagnosis and treatment plans
- Meets the Center's standard for:
 - Client Care hours
 - Missed Appointments: i.e. DNS, CBT, CBC
 - Services Plans
 - Completion of All Documentation
- May deliver person centered, culturally sensitive evaluations, trauma informed services as defined by position. These services may be delivered in various locations
- Works with client and their systems to identify treatment goals and objectives
- Maintains professional licensure and certifications as required for the program
- Utilizes centralized scheduling
- Maintains client charts/documentation according to the standards outlined in the record keeping procedures, administrative procedures, and quality assurance procedures of the Center (DAP notes, CCARs, Service Plans, Diagnosis, etc)
- Attends staff meetings, in-service meetings and peer reviews, supervision sessions, and other meetings as requested/required
- Participates in the design of client services through needs assessment and discussion with team members and supervisor
- Collaborates with and refers to other human service agencies within the community to coordinate client care plans
- Collaborates with medical staff and medical care managers to coordinate client care plans
- Works cooperatively and constructively as part of an interdisciplinary team
- Responsible for activation of potential in self and others to achieve agency goals and objectives
- Meets the Center's standards for Key Performance Indicators and behavior, attitude, and

professional development

Center-Wide Essential Duties and Responsibilities

- Responsible for keeping client information confidential by adhering to Colorado law and policies and procedures for the Center.
- Responsible for compliance with applicable federal, state and local laws; professional practice acts and ethical guidelines; policies and procedures of the Center; and contractual guidelines.
- Responsible for supporting the Center's Vision, Mission, Values and Beliefs by practicing and modeling a culture of wellness within a *You Matter* mindset.
- Completes all administrative paperwork and Qualifacts documentation/time sheet (billing and personnel/payroll) as requested/required.
- Completes required competency training in Essential Learning and additional training as requested or selected by supervisor.
- Reviews and acknowledges Center policies and procedures as requested/required.

MISC. DUTIES AS ASSIGNED

- Supports Center staff in their efforts to collect client service fees
- May be assigned to community consultation and education projects

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

SUPERVISORY DUTIES: May be assigned to do clinical supervision.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education or Formal Training

- Master's level degree in one of the recognized mental health professions required
- One year post graduate experience preferred
- Training in conducting mental health status examinations to establish differential diagnosis and treatment plans
- Colorado state license or license eligible preferred

Knowledge, Skill and Ability: (include materials and equipment directly used)

- Possesses a working knowledge of individual, group, family and crisis treatment approaches and their application to clients with emotional, behavioral, and substance use disorder problems
- Demonstrates knowledge and application of clinical skills
- Has ability to produce written documentation and/or electronic records of clinical work in a manner readily understood by other service providers and in a manner that meets federal, state, and Center documentation requirements
- Ability to summarize service themes from a variety of client contacts and communicate

- suggested improvements for service delivery.
- Ability to do mental status exams and differential diagnoses based on DSM, service planning, assessment case management and treatment
 - Ability to assess level of risk and make appropriate clinical judgment for resolution of client emergencies to effect a safe outcome
 - Basic Microsoft computer and keyboarding skills
 - Ability to enter data on the Center's computerized record keeping system
 - Some knowledge of psycho tropic medications and medical information relevant to mental disorders
 - Ability to provide services in the mental health Center, schools, jails, emergency rooms, and client homes. This may necessitate travel within the community
 - Ability to understand and utilize collaborative documentation when clinically justified and as requested by the client
 - Ability to interact with people in a professional, friendly manner
 - Ability to work independently as well as cooperatively and constructively as part of an interdisciplinary team
 - Ability to think critically and independently
 - Ability to realize and activate potential in every interaction, every day
 - Ability to adapt to change in the workplace
 - Ability to use change as an opportunity for innovation and creativity
 - Ability to inspire and model collaborative teamwork

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Works extended hours in front of a computer monitor
- Required to talk and hear
- Often requires sitting and use of hands and fingers, to handle or feel
- Occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl
- Vision abilities required by this job include close vision
- The noise level in the work environment is usually quiet to moderate
- May need to provide services in noisy and unclean locations in the community

I have read this copy of my job description, discussed it with my supervisor and understand my responsibilities.

Signature

Date