

JOB DESCRIPTION

THERAPIST for FAMILY SERVICE SOCIETY, INC.

POSITION TITLE: Therapist
POSITION EMPLOYMENT: Full-time, 40 hours weekly
SUPERVISOR'S TITLE: Clinical Administrator

BACKGROUND REQUIREMENTS:

EDUCATION. Minimum of Master's degree in Counseling or Social Work with a current license (temporary permit or associate license) issued by the Indiana Behavioral Health and Human Services Licensing Board.

SKILLS: Experience providing direct counseling services to individuals and families. Must have excellent workplace attendance to include showing up on time and being fully present for the clients and coworkers.

COMPETENCIES:

- Ability to empathize with the experiences of clients to understand their perceptions.
- Ability to think critically and engage in effective problem solving, including when in stressful situations.
- Ability to communicate effectively, both verbally and in writing
- Ability to work with people of diverse racial, cultural and ethnic groups, sexual orientations and gender identities.
- Demonstrate ethical and professional behavior
- Emotional stability to work with clients who are distressed.
- Ability to research solutions for client needs.

DUTIES AND RESPONSIBILITIES:

The Therapist serves clients by providing therapeutic counseling. General guidance is given by the Supervisor on a case-by-case or as-needed basis. The individual is independent from day-to-day supervision except where Supervisor approval is required. The Therapist is largely evaluated on timeliness and client results. In this capacity, the Therapist will be responsible for producing these results:

Client Services

Build strong rapport with clients and make accurate assessments of their problems whether mental/emotional.

Keep detailed and concise records of each client during the course of their treatment.

Assess client's problems by collecting and evaluating information about the client's situation.

Develops treatment plan by establishing treatment goals with the client; determining treatment methodologies.

Advises client by suggesting and exploring resolutions; discussing progress toward goals.

Obtains services by initiating referrals.

Monitors progress toward treatment goals by evaluating and adjusting services provided.

Assures quality service for clients by enforcing rules; regulations, and legal requirements with clients; documenting events of the therapeutic process in a confidential manner.

Supervision:

- Engage in weekly supervision and coaching with direct supervisor
- Facilitate and participate in team and agency meetings as required
- Maintain required trainings and participate in in-services and continuing education opportunities

Public Relations

Maintains agency credibility by establishing working relationships with sponsoring, advisory, and related service agencies.

Promotes the agency by ensuring an understanding of program services available for clients; publicizing activities and accomplishments; adhering to a professional code of ethics.

Administrative Services

Maintains professional and technical knowledge by participating in workshops; reviewing professional publications; establishing personal networks and completing all agency and job-related trainings in a timely fashion according to compliance requirements.

Provides a clinical experience for interns by negotiating learning objectives; supervising practice and caseload management; teaching theory and its application; evaluating skills and personal and professional growth; ensuring identification with the profession.

Completes timely and accurate records in agency EMR system while also meeting clinical productivity standards.

Contributes to team effort by consulting with other professionals; accomplishing related results as needed.

Working Conditions

- While performing the duties of this position, the employee is regularly required to write, type, speak and listen. The employee is frequently required to stand, walk, sit and reach with hands and arms. The employee must occasionally lift and/or move 10 -15 pounds.

Other

- Must have a valid driver's license, reliable transportation and current car insurance that meets the State of Indiana minimum insurance coverage.

HOURS, SALARY, AND BENEFITS:

The Therapist shall work a flexible schedule.

Salary is based on education and experience.

Benefits provided are described in the Family Service Society, Inc. Employee Handbook.

Family Service Society, Inc. is an Equal Opportunity Employer.