

Northeastern Center, Inc.
POSITION OPENING

Position Title: Staff Therapist

Position Type: Clinical

Position Location: Outpatient Facility - LaGrange County

Shift: 1st Shift

Full or Part Time Status: Full Time

Position Duties: As a master's degree level member of a multidisciplinary mental health or addiction treatment team, plans and provides individual, conjoint, family, and group therapy; provides consultation and education services, as well as case-related consultation, to community referral sources; related supporting activities.

Experience Expectations: Supervised internship in stated field or equivalent supervised work experience in the human services arena.

Education Expectations: Master's degree in mental health, psychology, social work, or related field.

Date Position Opened: 12/21/2020

TOPICAL AREA: Job Descriptions
POLICY NUMBER: JD4170

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PROGRAM BOOK FILED UNDER: Human Resources (PS)
Centerwide (CW)

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DATA LOCATION: \POLDOC\JD4170

DATE ISSUED: July 1, 1992 LAST REVIEW DATE: July 1, 2016

LAST REVISION DATE: July 1, 2012 SUPERSEDES: July 1, 2011

ISSUED BY: Chief Clinical Officer NEXT REVIEW DATE: July 1, 2018

REVIEW RESPONSIBILITY: Chief Clinical Officer

POSITION SUMMARY:

As a master's degree level member of a multidisciplinary mental health or addiction treatment team, plans and provides individual, conjoint, family, and group therapy; provides consultation and education services, as well as case-related consultation, to community referral sources; related supporting activities.

JOB RELATIONSHIPS:

- A. Reports to: Department Manager
- B. Supervises: None

DUTIES AND RESPONSIBILITIES:

- 1.0 Knows major psychiatric/addiction disorders of DSM-5
 - 1.1 Clearly defines symptoms and successfully utilizes the decision tree
 - 1.2 Identifies significant changes in the disease process (mini-mental status exam)
- 2.0 Accepts and implements consumer recovery plan.
 - 2.1 Promotes healthy lifestyle criteria and appropriate therapeutic intervention techniques.
 - 2.2 Promotes consumer-driven planning and treatment implementation to achieve self actualization.
 - 2.3 Assists consumer to identify natural supports and encourages their input in addressing the achievement of the plan.
 - 2.4 Supports all aspects of the plan, including other's interventions (e.g. medication management/review). Records progress notes that reflect the recovery plan objectives in timely manner per policy.
- 3.0 Facilitates treatment and offers modalities suited to recovery and wellness.
 - 3.1 Demonstrates the ability to establish and maintain an effective working relationship with clientele
 - 3.2 Discusses potential client transitions with primary staff person when different care (e.g. other therapists, other program areas or other services to better meet their needs) may be indicated.
 - 3.3 Works closely with treatment team, including natural supports and other providers, to facilitate quality care and appropriate interventions.
 - 3.4 Obtains consents, releases and collateral information necessary to further treatment goals and objectives.
 - 3.5 Addresses and assists consumers in regard to meeting financial obligations incurred by receipt of services.
 - 3.6 Testifies in court when requested by the court or client as authorized by supervisor.

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- 4.0 Promotes intra- and inter-agency issues
 - 4.1 Uses supervision to seek appropriate level of support and guidance to gain/retain skills.
 - 4.2 Accepts constructive feedback from supervisor to enhance skill development.
 - 4.3 Facilitates agency goals by problem-solving; use appropriate channels to resolve issues.
 - 4.4 Contributes to agency's growth, reputation and development internally & in community.
 - 4.5 Maintains cordial relationships with referral sources and other involved parties.
 - 4.6 Advocates on behalf of the consumer, seeking appropriate resources.
 - 4.7 Refers to other agents or agencies as appropriate to further recovery.
 - 4.8 Other position specific expectations (include performance objectives):
 - 4.8.1 _____
 - 4.8.2 _____
 - 4.8.3 _____
 - 4.8.4 _____
- 5.0 Addresses additional assignments.
 - 5.1 Manages schedule within time limits, is available as needed or assigned.
 - 5.2 Meets productivity expectations, audit thresholds, and other identified measures of effectiveness, efficiency or consumer satisfaction.
 - 5.3 Accepts responsibility to manage crisis and handle emergencies effectively and in a timely manner as needed, requested or assigned.
 - 5.4 Accepts and follows through with committee or task force work as assigned.
 - 5.5 Actively participates in team & staff meetings and accesses work-related training as assigned or as required (i.e., licensure, PSO guidelines)
 - 5.6 Performs other related duties as assigned.

QUALIFICATIONS:

- 1.0 Education: Clinical master's or doctorate degree in mental health, psychology, nursing, social work, or related field.
- 2.0 Experience: Supervised internship in stated field or equivalent supervised work experience in the human services arena.
- 3.0 Licenses: As required by the State of Indiana for field of professional practice.
- 4.0 Essential Duty 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 4.1 Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or Board of Directors.
- 4.2 Reasoning Abilities: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form or deal with several abstract and concrete variables.
- 4.3 Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid, geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

5.0 Physical Demands

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.

- 5.1 While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and taste or smell.
- 5.2 The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- 5.3 While performing the duties of this job, the employee may occasionally be required to operate a motor vehicle.

6.0 Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- 6.1 While performing the duties of this job, the employee occasionally works in outside weather conditions.
- 6.2 The noise level in the work environment is usually moderate.

7.0 Special Skills, Knowledge, and Abilities:

- 7.1 Knowledge of basic sociology and psychology as applicable to individual/group psychodynamics and social work;
- 7.2 Knowledge of principles, current practices, and legal statutes/regulations relating to confidentiality;
- 7.3 Ability to apply knowledge to individual clients/families/ groups and to relate professional training to real-life situations;
- 7.4 Ability to assess and diagnose problems and to complete required paperwork as per Center procedures and governing state and federal laws/regulations;
- 7.5 Ability to deal effectively with community agencies, as required.