

# FAMILY FOCUS INC.

## Job Description

### THERAPIST - LICENSED

Program: MC Program Support  
Status: Non-Exempt / Full Time  
Immediate Supervisor: Manager of Clinical Operations  
Workers Supervised: None

Updated 04/2017

#### **POSITION SUMMARY**

Provides structured, goal-oriented, time-limited therapy for individuals, families, or groups who are in need of therapeutic assistance to address a variety of issues, including trauma, substance abuse, psychiatric symptoms associated with DSM-V diagnosed disorders, developmental disability, family of origin, or current family dysfunction.

#### **PRINCIPAL JOB DUTIES AND RESPONSIBILITIES**

Essential job functions/listing all physical and mental demands of the job are as follows:

- Provide individual, couple's, family, or group counseling utilizing a variety of therapeutic techniques within the scope of the employee's ability and/or training with emphasis on one or more of the following areas:
  - Family of origin/intergenerational issues
  - Parenting
  - Problem solving/conflict resolution
  - Stress management/anger management
  - Self-esteem/personal adjustment problems
  - Communication skills/Interpersonal relationships
  - Trauma
  - Family Processes/Structure/Organization/Supports
  - Goal setting
  - Grief and loss
  - Substance abuse
  - Any other identified areas within the scope of the employee's area(s) of expertise
- Provide services at times convenient for or necessary to the family's needs rather than according to a specified work week schedule
- Complete progress notations at the close of each session
- Provide time-limited services and termination of services per provider authorization
- Respect confidentiality; demonstrate ability to follow HIPAA policies and procedures
- Focus services on the strengths of families and build upon those strengths
- Maintain availability for emergency/crisis intervention and to clients 24 hours per day, 7 days per week, by carrying and responding via crisis phone per policy
- Responsible for attending supervision as determined per policy
- Provide therapeutic counseling and support for any presenting problem and any psychological and/or emotional difficulty the client may be experiencing while focusing on identified goals
- Maintain ongoing observation and assessment of progress on treatment goals
- Deliver services in a culturally competent fashion

- Expected to conduct self in a professional manner at all times, including refraining from conflict-of-interest activities and maintaining nondiscrimination policies in all areas of practice, regardless of race, age, religion, sex, national origin, disability, or veteran status
- Attend departmental and organizational meetings/trainings as requested

**Additional Job Duties:**

- Perform other duties as assigned by the supervisor or Director
- Responsible for the return of all equipment and materials provided by Family Focus, Inc.
- Must respond to emails and voicemails in a timely manner
- During busy times, staff may be asked to work overtime

**JOB REQUIREMENTS:**

**Education:**

- Master's or Doctorate degree with a current license issued by the Indiana Behavioral Health and Human Services Licensing Board as one of the following: 1) Social Worker, 2) Clinical Social Worker, 3) Marriage and Family Therapist, 4) Mental Health Counselor, 5) Marriage and Family Therapist Associate and 6) Mental Health Counselor Associate.
- Minimum of three years experience providing human services required
- Availability to work varied shifts, including evenings, weekends, and occasional holidays
- Successful completion of limited criminal history check

**Experience/Knowledge:**

Good punctuation, spelling, grammar and attention to detail a must. Strong interpersonal skills are essential. Computer experience with word processing applications required. Must be capable of operating basic office equipment, i.e., computers, printers, copiers, fax machines, etc. Experience with grant funded programs preferred.

This document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

**VEHICLE REQUIREMENTS:**

- Reliable transportation and valid Indiana driver's license
- Proof of automobile insurance of a combined single limit of \$300,000 split limit bodily injury of \$100,000 per person, \$300,000 per occurrence, and property damage of \$25,000
- A clear driving record which indicates an unrestricted driver's license with no more than three (3) seat belt violations in 12 months, or no more than 3 moving violations in the past 12 months and no DUI's/DWI's within the past 24 months and no major violations, (i.e., those which assign six (6) or more points with the State Motor Vehicle Record Office within three (3) years prior to date of hire or date of records check.

**Work Environment:**

- May work varying/flexible shifts which may exceed eight (8) hours and which may include evenings, weekends, and/or holidays.
- On call 24 hours a day / 7 days per week
- May work within client's home; may be exposed to alternate living conditions, extreme temperatures, poor ventilation, infectious diseases, disoriented or agitated clients who need to be calmed.
- May be exposed to wet and/or humid conditions, extreme cold, or extreme heat
- May be required to drive in various weather conditions
- May be exposed to various noise levels
- Must be able to lift up to 30 pounds, bend, stoop, sit for periods of time, and stair climbing.

**Other Requirements:**

- Per grant requirements all employees must pass the following background checks:
  - Finger Print Based- National Criminal History (includes Indiana State Juvenile History) background check
  - Indiana State Limited Criminal check
  - Sex and Violent Offender Registry check
  - Local Police/Sheriff records check
  - Child Protective Services History check
- Physical examination
- Drug Screen (pre hire and randomly)
- Maintain Customer service standards at all times including while functioning under pressure
- Ability to be culturally sensitive and appropriate
- Must have the ability to drive an automobile.
- Responsible for consistently protecting confidentiality of all clients, employees, and agency records

**General Requirements:**

- Abide by strict code of confidentiality according to legal and professional standards
- Carry out goals and policies of the agencies
- Pursue professional growth through workshops, classes, reading and in-service training.

I have received, read, and fully understand this job description and its requirements. I can fulfill the essential job functions and responsibilities of this position description.

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Employee Signature

Date