

## **POSITION DESCRIPTION**

Position: Therapist  
Program: ReStart  
Reports to: Operations and Compliance Director

Status: Non-exempt  
Date Revised: 02/2019

### **POSITION SUMMARY:**

This position is responsible for the development of a therapy plan to assist ReStart participants in developing a greater degree of self-reliance. It also provides crisis intervention, mental health evaluations, individual and group psychotherapy. Responsibilities include addressing any bio, psycho, social issues that may lead to homelessness, criminal behavior, or otherwise non-productive lifestyles. This position also insures that the culture of Therapeutic Community is encouraged and developed through a variety of campus activities.

### **OBJECTIVES/ACTIVITIES:**

- A. Responsible for performing daily work requirements to achieve established objectives of the department.
  - 1. Provide crisis management as needed.
  - 2. Provide records and services in compliance with agency policies, regulatory and funding source requirements.
  - 3. Conduct individual psychotherapy.
  - 4. Develop, implement and conduct group psychotherapy.
  - 5. Maintain a caseload of psychotherapy clients.
  - 6. Assess for suicidal and/or homicidal ideation and provide appropriate intervention.
  - 7. Assess for abuse and neglect and make appropriate CPS/APS reports.
  - 8. Seek consultation with staff psychiatrist about difficult clients.
  - 9. Complete mental health assessments to include a diagnosis.
  - 10. Create clinical treatment plans.
  - 11. Review clinical portion of the treatment plan with the client every 90 days.
  - 12. Assess whether clients meet mental health and substance abuse criteria for permanent housing placement.
  - 13. Maintain adequate clinical case notes using DAP format.
  - 14. Attend home visits when necessary.
  - 15. Perform other reasonably related duties as assigned by supervisors.
  - 16. Assist the Operations and Compliance Director with program needs and development.
  - 17. Performs management duties in the absence of the Lead Case Manager.
  
- B. Responsible for assistance with client development.
  - 1. Assure a safe, non-judgmental environment for the clients.
  - 2. Maintain positive, professional, relationships with clients and staff and act as liaison between students and community service agencies.
  - 3. Participate in agency and outside training sessions.
  - 4. Complete assigned reports in a timely manner.
  - 5. Assist staff members with crisis intervention.
  - 6. Assist the Operations and Compliance Director with program needs and development.
  - 7. Mentor and train employees pertaining to client mental health and substance abuse issues.
  
- C. Record keeping and communication.

1. Maintain files on each participant, which will include psychosocial information, short and long term plans to maintain and improve self-sufficiency. Document progress and assistance in removing obstacles to set goals. Provide routine documentation of coordination and follow-up of all areas.
2. Complete Individual Treatment Plans with all clients on caseload and update periodically to reflect progress and additional goals.
3. Provide records and services in compliance with agency policies, regulatory and funding source requirements.
4. Maintain clear and thorough communication on all areas of responsibility listed in this job description.

D. Responsible for all areas of daily program maintenance in compliance with company policies.

1. Document and report all client concerns and/or infractions that can impact the program security.
2. Secure approval for exceptions to standard policy.
3. Notify management of potential workflow problems and resource needs necessary to attain performance standards.
4. Adhere to staffing schedules in order to provide adequate/safe staffing coverage and to accomplish program objectives.
5. Provide emergency shift coverage as needed.
6. Perform reasonably related duties as assigned by the supervisor.

E. Responsible for training and development of new staff.

1. Assist in department orientation and training for new employees as requested to assure quality work outcomes.
2. Identify appropriate ongoing training for both new and existing staff and report needs to management.
3. Serve as part of the program development team by providing information and support for the development of quality operations.
4. Maintain an above average working knowledge of fire, safety, and health standards to assure safe work environment for clients and all personnel.

F. Responsible for self-development.

1. Continually learn and enhance technical and interpersonal skills.
2. Attend staff meetings/assigned training seminars and complete required certifications, i.e. CPR, First Aid, etc.

**EQUIVALENT EDUCATION AND EXPERIENCE:**

Master's Degree in Clinical Social Work, Marriage and Family Therapy or related and a minimum of two years post-Master's experience working with diverse, distressed populations is required. Current license in the State of Nevada is required. This position requires demonstrated ability in record keeping, good written and verbal communication skills, knowledge of problems unique to women, minorities, persons with disabilities, substance abusers the general homeless population. This position requires CPR and First Aid training with ninety (90) days of employment date and re-certification as necessary and T.B. testing annually. A valid Nevada driver's license and clean driving record required.

**SPECIFIC SKILLS REQUIRED:**

Excellent oral and written communication skills  
Ability to assist and motivate other people

Organizational skills  
Analytical and decision making ability  
Statistical and mathematical skills  
Computer Skills

**PHYSICAL REQUIREMENTS:**

Lift and move up to 10 pounds  
Stand, walk and sit frequently  
Bend and stoop occasionally

**NATURE OF SUPERVISION RECEIVED:**

Daily activities are performed independently with guidance and direction from the Program Director. Must be able to work independently toward attainment of operational goals and contract compliance.

**SUPERVISION EXERCISED:**

Assigned Interns

**RESPONSIBILITIES FOR BUSINESS CONTACTS:**

This position requires daily contact with county/state/city and business entities, clients, and all levels of support staff. The Therapist is responsible for promoting company image and providing advice on company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

**FINANCIAL RESPONSIBILITY:**

Substantial financial loss through loss of business contracts is possible; thus, the Operations and Compliance Director must approve all expenditures.

**NUMBER OF EMPLOYEES:**

No employees report to this position.

**This Therapist job description does not constitute a written or implied contract and may be changed as business needs arise.**

Indicate anything that would keep you from meeting the job duties as outlined above.

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Employee Signature \_\_\_\_\_ Date Signed \_\_\_\_\_