



## **POSITION DESCRIPTION**

**Position:** Therapist

**Program:** La Verne Adolfo Housing Program  
**Reports to:** Program Director, La Verne Adolfo

**Status:** Exempt  
**Date Prepared:** 01/2017

### **POSITION SUMMARY:**

The Therapist is responsible for providing case management services to the youth residing in the transitional housing programs as well as supervising the other Case Manager(s) and Program Assistants. The Therapist works with the Program Director to insure the safe and effective functioning of the housing sites. He/she assists with the training and support of the Case Managers and Mentor staff requirements of the agency and its funding partners.

The Adolfo Transitional Housing Program provides for youth who are between the ages 18-25, and who have histories of out-of-home care, with up to 2 years of safe and supportive transitional housing. The primary purpose of the program is to address the housing needs of foster youth aging out of the child welfare system. The secondary purpose is to provide an environment of healing, support, education and training in an effort to build for each youth a solid foundation of independent living skills, social skills, employment skills and personal responsibility.

### **OBJECTIVES/ACTIVITIES:**

- A. Responsible for performing daily work requirements to achieve established objectives of the department.
  - 1. Conduct needs assessments on all residents upon entry and provide evaluation of physical, medical, emotional, psychological and legal needs.
  - 2. Develop, monitor and evaluate individual case plans with each resident regarding both short and long term life goals.
  - 3. Provide assessment and referral to substance abuse treatment, mental health treatment, and other intensive treatment options.
  - 4. Maintain all accurate and detailed case records, case files and other required recordkeeping in a professional, accurate and confidential manner.
  - 5. Provide emotional and mental health counseling to groups and/or individuals.
  - 6. Establish and maintain strong rapport with clients.
  - 7. Supervise interns who have masters degree in Marriage and Family Therapy or Social Work and who are gaining hours for licensure, as needed.
  - 8. Consult with physicians, medical professionals and therapists, as needed.
  - 9. Other duties include the emergency shift coverage and, with Program Director, 24-hr crisis intervention as needed.
  
- B. Responsible for assistance with client development.
  - 1. Provide therapeutic intervention, independent living skills education, practical living skills coaching and crisis intervention services.
  - 2. Role model positive behavior to help clients as they work towards self- sufficiency.
  - 3. Develop curricula and conduct groups with the residents.
  
- C. 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. Review the accuracy of all shift logs, observation logs, and incident reports.
  3. Maintain clear, professional and effective communication with the Program Director, mentor staff, Independent Living Program staff, and other Youth Team participants.
  4. Comprehend and adhere to ethical standards, program philosophy guidelines, and confidentiality laws.
- D. Responsible for the assistance of training and development of new staff.
1. Supervise Case Managers; assist Program Director in hiring staff.
  2. Maintain an above average working knowledge of fire, safety, and health standards to assure safe work environment for clients and all personnel.
- E. 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:**

Requires LMFT or LCSW and/or license eligible with BBS number as MFTI or ACSW. A minimum of five years of experience working with youth or other high-risk populations is required for this position. This position requires demonstrated ability to communicate, comprehend, and follow through on oral and written instructions and to provide services to clients without ethnic or social prejudices. It requires general knowledge of issues and challenges unique to homelessness, substance abuse, young adults, minorities, and persons with disabilities. Specific knowledge and experience with Twelve Step philosophy, addiction and recovery, and dysfunctional family dynamics is preferred. Must be able to utilize a range of interventions to work with clients with varying needs and levels of functioning. Knowledge of the foster care system and local social service provision is required. Knowledge of teamwork and effective team functioning as well as analytical and decision-making ability is essential.

**SPECIFIC SKILLS REQUIRED:**

Excellent oral and written communication skills  
 Skilled in Microsoft and Word computer applications  
 Excellent organizational skills  
 Fluency in English, legible handwriting, skills in record-keeping  
 A California driver's license  
 Ability to de-escalate crisis situations and assist residents and staff in emergency situations  
 Organizational skills  
 Analytical and decision making ability

**PHYSICAL REQUIREMENTS**

Lift and move up to 25 pounds  
Physically able to safely maneuver weight distribution of a client in an emergency situation  
Stand, walk, bend, stoop, and sit frequently  
Kneel occasionally

**NATURE OF SUPERVISION RECEIVED:**

Daily activities are many times performed independently with accessible guidance and direction from the Program Director. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

**SUPERVISION EXERCISED:**

This position will supervise the case managers and program assistants. Assist the Program Director in supervision of mentors as needed.

**RESPONSIBILITIES FOR BUSINESS CONTACTS:**

This position requires daily contact with county/state/city and business entities, clients, and all levels of staff. The Therapist is responsible for promoting company image and adhering to 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:**

The Therapist is responsible for itemizing his/her approved expenditures made on behalf of the Adolfo Housing Program and must submit receipts in a timely fashion to the Program Director. Assistance with procurement of program furniture, supplies, and client assistance needs is required. Substantial financial loss through loss of business contracts is possible.

**NUMBER OF EMPLOYEES**

5 – Case Managers

**This 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: \_\_\_\_\_