



## Position Description

Title: Therapist I – Home and Community Based Services (H&CBS)		
FLSA Class: Exempt	EEO Category: Professional	WC Class: 8861
Job Title #080001	Salary Grade: 3	Licensure: minimum PLPC, LMSW
Date Approved: 8/9/2016		
Revision Date:	Revision:	

### Purpose of Position

Provides therapy to clients (may include individual, group, family) and crisis intervention services. Completes assessments, documentation for services rendered, and case management duties as needed.

### Major Duties (\*Essential Element)

- Provide clinical counseling services to clients with a focus on those affected by trauma. May include individual, family, and/or group therapy.\*
- Provide crisis intervention as needed.\*
- Complete various assessments and reports as appropriate such as biopsychosocial, suicide, substance abuse, etc.\*
- Formulate and administer treatment plans.\*
- Document all service delivery in formats specified by Great Circle\*
- Participate in meetings, staffing, and other appointments with clients as needed.\*
- Communicate and collaborate with internal and external individuals and groups to provide excellent care, customer service, and cooperation.
- Assure proper authorizations are in place prior to provision of services.\*
- Complete authorizations with insurance companies as needed.
- Participate in on-call rotation as required by the program.\*

### Working Conditions

Working in a trauma informed office or home environment. Lighting and temperature adequate. May be exposed to noise and crisis-related behavior from clients.

### Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to hear, see, talk, and sit or stand at a personal computer for a reasonable length of time typing and reading. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

Meet utilization requirements established for the program.

Supervisory Responsibility

None

Qualifications

Knowledge of clinical theory, therapy, and systems. Strong customer service focus, excellent time management, oral and written communication skills. Requires analytical ability necessary to handle moderately complex administrative details such as preparing nonrecurring reports. Independent judgment is required to plan, prioritize and organize a diversified workload with attention to detail. Proficient in Word and email applications. Must be able to work productively and respectfully with individuals and families from diverse cultural backgrounds. Class E driver's license.

Required Education and Experience

Master's degree Social Work or Counseling

Licensure

Eligible for PLPC, LMSW

Preferred Education and Experience

- Working with children
- Working in a trauma informed environment
- Knowledge of trauma and its impacts on healthy development

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_