



Position Description

Title: Therapist II		
FLSA Class: Exempt	EEO Category: Professional	WC Class: 8861
Job Title #060003	Salary Grade: 3	Licensure: LPC, LCSW
Date Approved: April 17, 2018		
Revision Date:	Revision:	
Purchasing Authority: 0	Job Class: Residential or PHP or IOP or Admissions	
Licensure: LPC or LCSW	Grant funded: No	

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 pre-admission, admission, suicide, and substance abuse*
- Document all service delivery in formats specified by Great Circle*
- Formulate and administer treatment plans*
- 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 a provision of services*
- Prepare insurance reviews for insurance companies
- Assist with holds as needed

Working Conditions

Working in a trauma informed office. Adequate lighting and temperature. 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 required utilization

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

LPC, LCSW

Preferred Education and Experience

- Working in residential setting
- 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 Printed Name: _____

Employee Signature: _____ Date: _____