

ALTA CARE GROUP

Job Duties and Requisite Work Skills

T.O. Position Number:
F.T.E.
Division: Behavioral Healthcare
Position Series/Service Area: Line Staff/Clinical
Position Category:
Job Description Effective Date: 01/14/2008

Worker Name:
Credentials:
FSLA Exempt Status: [] Yes [] No
Working Title: Therapist
Effective Date:

Clinical Supervisor: _____ Date: _____

Administrative Supervisor: _____ Date: _____

Worker Signature: _____ Date: _____

GENERAL RESPONSIBILITIES

Delivery of clinical services to clients of the Center according to Alta Behavioral Healthcare practices and guidelines.

SPECIFIC ESSENTIAL FUNCTIONS OF THE JOB

Table with 4 columns: Code 1-99, Major Area, Letter A-Z, Specific Responsibilities. Row 1: 1, Clinical Interventions, A, Provide individual counseling services for youth when clinically indicated. Rows B-I follow with similar descriptions of counseling and intervention services.

2. Community Support
 - A. Initiate and provide Community Support (case management) services including assessment, linkage, advocacy, and referral as client needs become apparent and as developed in the ISP.
3. Case Consultation
 - A. Provide case consultation with other Alta or community health providers as may be necessary to address client treatment goals and client continuity of care needs.
 - B. To attend and participate in regularly scheduled treatment and other team/group meetings to discuss relevant clinical issues.
4. Clinical Record Maintenance
 - A. Develop a comprehensive treatment plan (ISP) as per Alta procedures as soon as goals and objectives of therapy can be elucidated.
 - B. Review the ISP with the client/family according to Alta procedures and timelines.
 - C. Maintain compliance with state and/or Alta outcome measures to assure appropriate completeness, timeliness, and utilization with consumers in developing treatment goals and assessing treatment progress.
 - D. Make progress note entries for each session, as per Alta procedures.
 - E. Securing necessary release of information to obtain previous records, testings, evaluations and consultations when needed.
 - F. Maintain accurate and detailed file records as required by Alta I.C.R. procedures.
5. Support to the Agency
 - A. Assist the Clinical Director and/or Department Director/Supervisor in collecting and compiling objective data so as to accurately assess success of services as they relate to targeted service outcome goals.
 - B. If appointed, serve on the C.Q.I Committee.
 - C. Attend Team/Departmental/Center staff meetings.
 - D. Participate in staff and program development by attending continuing education and in-service training.
 - E. Attend and participate in regularly scheduled and other supervision activities.
 - F. Perform other duties as assigned by Department Director/Supervisor.
6. M.I.S. Time Accounting
 - A. Maintain and file on a timely basis accurate time accounting as required by Alta's management information system to account for employee's activities and for billing purposes.

WORK RELATIONS/CHARACTERISTICS

1. Efficient use of time.
2. Prompt completeness of assigned tasks.
3. Thoroughness in carrying out job responsibilities.
4. Understand and conform fully to professional ethical standards.
5. Maintain flexibility in adjusting to Alta and external policy changes.
6. Maintain considerate interaction with colleagues and supervisors which respect the rights of others and fosters their confidence and cooperation.
7. Initiative in carrying out job responsibilities.
8. Loyalty to Alta interests.
9. Analytic and organized approach to problem solving.
10. Effectiveness in meeting position/Alta productivity requirements as applicable.

SPECIFIC ESSENTIAL CONDITIONS OF EMPLOYMENT

1. Physical ability, with reasonable accommodation if necessary, to perform specific responsibilities included in job description.
2. Ability to write legibly and operate computer/phone Dictaphone equipment, with reasonable accommodation, if necessary.
3. Ability to provide transportation for self as needed.
 - A. Possess a valid Ohio Driver's License.
 - B. Current auto liability insurance to the limits required by the Ohio Department of Motor Vehicles.
4. Citizen of the United States.
5. Absence of past criminal activity, which would bring into question professional and personal integrity as it implies to the position responsibilities.
6. Ability to perform clinical interventions at sites/locations based on needs of the client.
7. Flexibility in adjusting work schedule, days and hours as necessary to fulfill the responsibilities of the position.

MINIMUM QUALIFICATION

1. Masters Degree in counseling, social work or other related field and licensure with the State of Ohio Counselor and Social Worker Board as a P.C., L.S.W. or L.I.S.W., and registered (or eligible to register) as a Counselor or Social Work Trainee.

PREFERRED QUALIFICATIONS

1. Licensed Psychologist, P.C.C. or L.I.S.W. licensed by the Ohio State Board of Counseling and Social Work Board.
2. Masters Degree, Licensed in Counseling or Social Work by the Ohio State Board of Counseling and Social Work or eligible for such.
3. Prior experience as a child/adolescent Therapist.