

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

JOB DESCRIPTION

POSITION TITLE: Clinical Therapist
REPORTS TO: Clinical Director
DEPARTMENT: Clinical Therapy
FLSA STATUS: Exempt
LAST REVISED: 4/2021

PRIMARY DUTY

Responsible for providing individual client and group therapy. This individual will provide services as a member of the inter-disciplinary treatment team, coordinating with the Clinical Director, and other team members.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conducts an initial assessment and establishes treatment goals for identified clients
- Provides individual psychotherapy per regulatory requirements each week to an assigned caseload of clients
- Works collaboratively with the interdisciplinary team to ensure team treatment and a therapeutic milieu
- Establishes therapeutic relationships with assigned clients to facilitate the treatment process
- Provides effective communication during the shift through activity such as:
 - Participates in report and utilizes information to provide quality care;
 - Communicates milieu and client issues to the treatment team members during the shift and problem solves effectively;
 - Ensures compliance with confidentiality of client information.
- Takes lead as chief author, with the medical and nursing staffs, in writing the treatment plan of for the implementation of care according to client program policies and procedures
- Completes all required documentation according to policies and procedures and ensures that daily clinical notes document the client's progress in meeting their treatment goals
- Supports the nursing staff and recovery specialists identifying the precursors of potential crisis and unsafe client behavior, and intervenes to de-escalate clients utilizing the least restrictive means of intervention

- Provides psycho-education groups to support the milieu treatment program
- Participates in community outreach and marketing activities as required for Bridge Street Recovery LLC. and promotes exceptional customer service throughout the program
- Ensures active client and family participation in the treatment process
- Reviews client and staff satisfaction surveys and customer complaints and the results of monitoring standards. Initiates corrective action as indicated and monitors identified quality improvements
- Attends and participates in regularly scheduled staff meetings
- Takes an active role in quality improvement activities as assigned

EDUCATION and EXPERIENCE an equivalent combination of education, training and experience will be considered.

- Knowledge obtained through the completion of a master's degree curriculum from an accredited institution, or equivalent combination of knowledge and experience, Licensure Preferred
- Demonstrated skill in 12-Step and Family Systems Recovery Models.
- Demonstrated advanced level knowledge of group behavior and dynamics;
- Demonstrated advanced level knowledge of licensing and accreditation standards (TJC, Mental Health & Developmental Disabilities Code, DHS)
- Highly skilled in communicating ideas and instructions, verbally and in writing, clearly and concisely

SUPERVISORY REQUIREMENTS of this position are generally as follows:

- Assists with occasional supervision of Recovery Support Workers as needed

KNOWLEDGE, SKILLS and ABILITIES which may be representative, but not all inclusive, of those commonly associated with this position. To perform the job successfully, an individual should demonstrate the following:

- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; behavioral therapy methods; and the assessment and treatment of behavioral disorders;
- Knowledge of 12 Step Principles
- Knowledge of substance use disorders and other DSM-5 Diagnoses and demonstrates competency in providing and implementing resident care
- Knowledge of ASAM PPC
- Knowledge of group behavior and dynamics
- Knowledge of licensing and accreditation standards (Joint Commission, DPH)
- Clinical skills
- Must be detail oriented
- Able to work under pressure and meet deadlines as well as be flexible and dependable
- Strong interpersonal, organizational and analytical skills

- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Principles and processes for providing client services. This includes client needs assessment, meeting quality standards for services, and evaluation of client satisfaction
- Exceptional customer/client service with the ability to resolve service issues
- Knowledge of Joint Commission standards
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Ability to handle multiple priorities with a sense of urgency
- Excellent interpersonal communication (verbal and written) and presentation skills
- Being aware of others' reactions, understanding why they react as they do, and adjusting one's own actions in relation to others
- Bringing others together and trying to reconcile differences
- Listen to and understand information and ideas presented through verbal and written words and sentences.
- Communicate information and ideas verbally and in writing so others will understand
- Apply general rules to specific problems to produce answers that make sense
- Combine pieces of information to form general rules or conclusions; including finding a relationship among seemingly unrelated events
- Identify/recognize when something is wrong or is likely to go wrong and know who to involve for resolution.
- Generate various ideas about a given topic

COMPUTER SKILLS/EQUIPMENT USED TO PERFORM THE JOB which may be representative but not all inclusive of those commonly associated with this position.

- Desktop computers, fax machines, scanners, copiers
- MS Office (Word, Excel, Outlook)
- Multi-line telephone systems
- Electronic Medical Record

WORK ENVIRONMENT environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- The noise level in the work environment is usually moderate
- Work is performed in an administrative office setting, therapeutic schools, and client settings
- Duties involve potential contact with individuals who may be threatening, aggressive, suicidal, and/or under the influence of drugs or alcohol
- Must be flexible to work additional hours when necessary

PHYSICAL ABILITIES commonly associated with the performance of the function is the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to talk or hear. The employee is regularly required to stand, walk, sit, stoop, kneel or crouch. The employee is occasionally required to use hands to handle or feel objects, reach with hands and arms, taste or smell
- The employee must occasionally lift and/or move up to 25 pounds without assistance
- Specific vision abilities required by this job include close vision, distance vision, color discrimination, peripheral vision, depth perception, and the ability to adjust focus

HIPAA PRIVACY TRAINING & SANCTIONS

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Rule are required by the Rule to receive training so that they have an understanding and knowledge of the Privacy Rule that corresponds to their job responsibilities and of the group health plan’s policies and procedures that impact on their job duties. Site specific training on requirements of the HIPAA Privacy Rule and the plan’s health information policies and procedures under the direction of the plan privacy officer may be required for this position based upon site specific requirement. Employees who violate the requirements of the HIPAA Privacy Rule will be subject to discipline, up to and including termination.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of the Clinical Therapist and agree to perform the identified essential functions in a safe manner and in accordance with the established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants, and hazardous chemicals and that the company will provide to me instructions on how to prevent and control such exposures.

I understand that my employment is at-will and thereby understand that my employment can be terminated at-will either by the facility or myself and that such termination can be made with or without notice.

Signature: _____

Date: _____

CC: Employee File