

Job Description
Clinician/Counselor/Therapist

Expectations and Duties

- Work with and give input to the Directors to create procedures for staff and schedules for clients
- Make changes and adapt to new procedures to make them more efficient
- Develop, execute and ensures delivery of services as identified in the individual treatment plan
- Provide weekly input and recommendations to CBRs/Case Management/Med managers to help promote clients progress in achieving their treatment goals
- Use excellent written and verbal communication skills with staff and clients
- Be a creative and efficient problem solver
- Develop and use preventative interventions to avoid crisis situations
- Use good interviewing skills with different techniques with clients and relatives
- Work with a diverse clientele and professionally build rapport and trust with clients
- Use good computer and technical skills to document all provided psychotherapy services in client's clinic record and as required by insurance companies and use all electronic records as enforced by HIPPA laws
- Self-motivated to work independently
- Maintain accurate client documentation within the time frame established
- Works as a team member with other professionals
- Participates in evaluative and diagnostic staff conferences
- Conducts individual, family and group therapy and makes presentations
- Makes referrals to appropriate professionals, outside agencies, or specialized services
- Participates in collaborative treatment with representatives of other agencies
- Prepares verbal, written, and statistical reports
- Attends conferences, workshops, and training to maintain current awareness of mental health methodologies and issues
- Analyze data, interpret directions, procedures and regulations, and develop appropriate responses
- To act ethically, legally and morally for the benefit of their patients
- Facilitates the completion of client progress reviews and psychotherapy treatment plans within the time frame as identified
- Reporting issues of legal, ethical or safety to the proper channels and providing emergency/crisis psychotherapy services
- Collaborates routinely with other providers, clients and other key personnel as identified as essential to client care
- Attends collaborative staffing, supervision meetings to ensure consistency of service delivery and related documentation
- If qualified, provides clinical supervision of therapy services for psychotherapy staff requiring supervisory oversight as per licensing requirements
- Completes twenty (20) hours of continuing education annually in the field of licensure as required by IDAPA. Maintains current professional licensure within field of practice to the standards/requirements as set by the Bureau of Occupational Licenses
- Maintains confidentiality of all client documents, files and communication in written, electronic and/or verbal form

Signature: _____

Date: _____