

## **Job Description**

**Department:** Therapy

**Job Title:** Therapist

**Reports to:** Clinical Supervisor

**Job Purpose:** The Therapist is responsible for providing therapy services to clients and managing clients' charts in accordance with Iowa Code Chapter 24 guidelines, NASW Code of Ethics, and the policies established by the agency.

### **Essential Duties and Responsibilities:**

- Collect information about clients' physical and mental condition through interviews, observation, and assessments; evaluate clients based on this information.
- Counsel and guide clients, individually and in group sessions, to assist them in overcoming dependencies and addictions, adjusting to life changes/problems, tolerating stress, and making changes.
- Counsel family members to assist in understanding, dealing with, and supporting clients.
- Develop, implement, evaluate, and adjust treatment plans to resolve problems and progress towards defined objectives.
- Coordinate with families, probation officers, police, DHS, doctors, and other interested parties in order to exchange necessary information during the treatment process.
- Refer clients and/or family members to community resources as necessary.
- Act as client advocate in order to coordinate required services or to resolve emergency problems in crisis situations.
- Maintain up-to-date individual charts on clients in adherence to Iowa Code Chapter 24 and other policies and regulations established by the agency; charts should include an assessment, social history, progress notes for each contact with client, and treatment plan.
- Maintain confidentiality of records and information related to clients and their treatments.
- Prepare clients for discharge from therapy and document appropriate discharge plans.
- Improve professional skills through continuing education, peer supervision, and individual supervision as needed.
- Plan and conduct programs that will improve community mental health and prevent harmful outcomes.
- Provide on-call crisis hotline services for clients and community members.

### **Additional Duties and Responsibilities:**

- Accomplish all tasks as appropriately assigned or requested.

**Competencies:**

- **Social Skills**—the individual professionally interacts with employees and patients and models a positive teamwork attitude.
- **Problem solving**—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- **Leadership**—the individual inspires and motivates others to perform well, accepts feedback from others.
- **Quality management**—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- **Judgment**—the individual displays willingness to make decisions, exhibits sound, accurate, and ethical judgment and makes timely decisions.
- **Planning/organizing**—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- **Safety and security**—the individual observes safety and security procedures and uses equipment and materials properly.
- **Interpersonal skills**—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- **Oral communication**—the individual speaks clearly and persuasively in positive or negative situations and demonstrates one-on-one and group presentation skills.
- **Written communication**—the individual edits work for spelling and grammar, presents data effectively and is able to read and interpret written information.

**Experience and Education:**

## Required:

- Master's degree in Social Work (LMSW) or Counseling (LMHC)
- 2 years of social services experience

## Preferred:

- Knowledge of Siouxland community resources
- Specifically looking for someone with Independent level licensure in the state of Iowa (LISW)

This job description is not intended to be all-inclusive and does not constitute a written or implied contract of employment. The employee will be expected to perform other reasonably related duties as assigned by the immediate supervisor and/or other management personnel.