

JOB POSITION DESCRIPTION

EMPLOYEE NAME: _____ DATE OF HIRE: _____

POSITION:	Clinical Individual Therapist
LOCATION:	Royal Life Centers-Delray
DEPARTMENT:	Clinical-Outpatient
RESPONSIBLE TO:	Clinical Director
SUPERVISED BY:	Clinical Director
POSITION/INDIVIDUALS SUPERVISED:	None
INTERRELATIONSHIPS:	Maintains open communication lines with facility staff, attending clinicians and physicians, clients and families.
POSITION PURPOSE:	
<p>The Clinical Therapist is responsible for providing individual therapy to clients and completing corresponding paperwork. The Clinical Therapist is responsible for completing Individual Treatment Plans with clients and subsequent Treatment Plan Reviews. The Clinical Therapist provides family therapy sessions as needed. They participate in performance improvement and quality assurance practices. Clinical Therapists communicate with Directors regarding any clinical issues transpiring with their caseload. Clinical Therapist is responsible for Discharge/Transfer Summaries and appropriate referrals.</p>	
POSITION REQUIREMENTS/QUALIFICATIONS	
1. EDUCATION:	Graduate from an accredited college or university with a minimum of Master's Degree in Psychology, Social Work, or Counseling.
2. EXPERIENCE:	<p>If therapist is a registered intern, therapist must have a minimum of 4 years experience in mental health and chemical dependency.</p> <p>If licensed or certified, therapist must have a minimum of 2 years experience in mental health and chemical dependency.</p>
3. LICENSURE/CERTIFICATION:	<p>Registered Intern in Mental Health Counseling, Social Work, or Marriage and Therapy required.</p> <p>Licensed by the State of Florida in Mental Health Counseling, Social Work, or Marriage and Therapy preferred.</p>

	Certified Addiction's Professional preferred. CPR certification required.																																																																																																					
4. KNOWLEDGE AND TRAINING REQUIRED AT TIME OF HIRE:	Knowledge of the Principles and Practices of the discipline. Knowledge of Joint Commission and DCF Standards. Demonstrates Proficiency in Communication & Written skills. Knowledge of State & Federal Statutes Regarding Patient Confidentiality laws. Knowledge of Drug-Free Workplace Policies. Knowledge of Workplace Violence.																																																																																																					
5. AGE SPECIFIC INDIVIDUALS SERVED/ RESPONSIBILITY:	Adults																																																																																																					
6. SECURITY MEASURERS AND CLEARANCE:	Local Background screen and Affidavit of Good Moral Character.																																																																																																					
7. EMPLOYEE CLASSIFICATION:	Non-exempt																																																																																																					
WORKPLACE ENVIRONMENT																																																																																																						
1. ENVIRONMENTAL CONDITIONS:	Position requires work in a temperature controlled environment; 80% -90% of the time spent indoors.																																																																																																					
2. MACHINES/EQUIPMENT USED:	Computer Fax Machine Telephone System Copy Machine																																																																																																					
3. PHYSICAL & MENTAL DEMANDS:	<table border="1"> <thead> <tr> <th colspan="5">PHYSICAL DEMANDS</th> </tr> <tr> <th>Physical Tasks</th> <th>0-25%</th> <th>26-50%</th> <th>51-75%</th> <th>76-100%</th> </tr> </thead> <tbody> <tr> <td>Standing</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Walking</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Bending</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Crouching</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Carrying</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Pushing</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Pulling</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sitting</td> <td></td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>Reaching</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reading</td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>Driving</td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="5">LIFTING/LOWERING</th> </tr> </thead> <tbody> <tr> <td>Light (1-20 lbs)</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Medium (21-50 lbs)</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Heavy (51+ lbs)</td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="4">MENTAL DEMANDS</th> </tr> <tr> <th>Psychological</th> <th>High</th> <th>Medium</th> <th>Low</th> </tr> </thead> <tbody> <tr> <td>Mental Stress</td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>Work with Others</td> <td></td> <td>X</td> <td></td> </tr> </tbody> </table>	PHYSICAL DEMANDS					Physical Tasks	0-25%	26-50%	51-75%	76-100%	Standing		X			Walking		X			Bending	X				Crouching	X				Carrying	X				Pushing	X				Pulling	X				Sitting			X		Reaching	X				Reading				X	Driving	X				LIFTING/LOWERING					Light (1-20 lbs)		X			Medium (21-50 lbs)		X			Heavy (51+ lbs)	X				MENTAL DEMANDS				Psychological	High	Medium	Low	Mental Stress		X		Work with Others		X	
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4. JOB CATEGORY STANDARD PRECAUTIONS:	None
5. PERSONAL PROTECTIVE EQUIPMENT:	None
6. POTENTIAL WORKPLACE HAZARDS:	Normal Workplace Hazards
7. POTENTIAL WORKPLACE VIOLENCE:	Medium/High Risk Level

SPECIFIC AREAS OF RESPONSIBILITY TO POSITION

1. Conduct individual and family therapy 50-minute sessions.
2. Document sessions within 24 hours in MacPractice.
3. Conduct routine reviews of client progress and document accordingly.
4. Maintain client confidentiality
5. Maintain client medical record
6. Complete discharge session/ paperwork.
7. Communicate with administrative staff any scheduling issues.
8. Communicate with administrative staff and/ or clinical staff any concerning issues that may affect client's sobriety or treatment within the facility.
9. Continually assess client appropriateness for treatment.
10. Make referrals to case management as necessary

CERTIFICATION OF RECEIPT AND UNDERSTANDING

I hereby certify that I have reviewed a complete copy of my position description and workplace environment and understand my duties, responsibilities and workplace environment as described in the job description. I agree to perform the duties herein.

Employee Signature

Date

Supervisor Signature & Title

Date