

**Catholic Family Service of the Diocese of Saginaw
Position Description**

Position Title: Therapist

Date:

Responsible To: Clinical Manager or Executive Director

Approved By: _____
Executive Director

Classification: Full Time or Part Time Salaried, or Part Time Hourly or Contractual based on Billable Hours (depending on local office need, resources, worker preference, etc.)

Exempt

All responsibilities outlined in this document will be performed according to established policies, procedures and guidelines of Catholic Family Service of the Diocese of Saginaw. Catholic Family Service's mission is to respond to the social and emotional needs of people by providing effective professional counseling and child welfare services. The values of the organization include the following: communication, integrity, innovation, openness, quality service, respect and teamwork.

Position Summary: Works under the direction and supervision of the Clinical Manager to effectively provide treatment and other services to clients of the agency. Is responsible for intake assessments, treatment planning, and termination and follow-up. Works as a member of the interdisciplinary treatment team. Works with clients and client families on an individual and/or group basis, while insuring that client confidentiality is maintained. Works with members of the community in addressing client needs. Performs a variety of community, public relations and marketing responsibilities for the agency as requested. Performs other duties as assigned.

Primary Position Duties:

1. Schedules and completes intake assessments for clients seeking services from the agency.
2. Works with clients to develop and to help them understand their individualized treatment service plans, and engages them in the treatment process.
3. Assists clients and client families in making needed changes in their lives through individual and group sessions, through serving as a referral source, a liaison and as an advocate for the client in dealing with other community groups and systems.
4. Participates in treatment team meetings, supervisory meetings, staff meetings, in-service training sessions, and other continuing education opportunities as required.
5. Participates in psychiatric reviews and evaluations, utilization and review meetings and quality assurance activities, and community relations efforts as requested.

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6. Records case progress notes and other reports in accord with appropriate guidelines and time frames.
7. Coordinates termination planning and follow-up for clients as appropriate and prepares termination summaries.
8. Participates in court proceedings as required.
9. Provides on-call, emergency and crisis intervention services as required.
10. Maintains familiarity with agency fiscal status and operations.
11. Assures that accurate information is provided to clerical co-workers for appropriate billings.
12. Works with Administrative Managers to coordinate insurance authorization for clients when necessary.
13. Participates in outreach and program development activities as requested.
14. Participates in team meetings.
15. Performs other duties as requested.

Job Specifications:

Education: Masters Degree in Social Work, Psychology

Licensure: State License or Registration required at the highest level for which the individual is qualified (ex: LMSW)

Experience: Experience related to the responsibilities of the position is preferred.

Physical Requirements: May be required to lift/move office equipment, re-arrange office furniture, etc.

Skills: Ability to interact professionally and effectively with a wide variety of clients and also with co-workers in both routine and stressful situations.

Hours of Work: Works within established schedule which might require some evening or weekend

