

# Lutheran Family Services Position Description

<b>Position Title:</b> Therapist I (PLMHP)	<b>Effective Date:</b> June 2011
<b>Paygrade:</b> H	
<b>Reports to:</b> Clinical Supervisor	<b>Appointed By:</b> Clinical Supervisor
<b>Region:</b> Various	<b>Location:</b> Various
<b>FLSA Status:</b> Non-Exempt <input checked="" type="checkbox"/> Exempt	

## **LFS Mission Statement:**

Lutheran Family Services expresses God's love for all people by providing quality human care services that build and strengthen individual, family and community life.

## **LFS Values:**

Respect all people, families and communities. The pursuit of excellence is achieved through the education of staff and the celebration of diversity, collaboration and change. Integrity, accountability and teamwork are values that guide our communication and work in a manner that upholds the Agency's reputation and Christian value base.

## **Job Purpose:**

To provide therapeutic and educational services to individuals, groups and families with supervision.

## **Essential Job Duties:**

### Service Delivery

- Maintain direct service unit expectations (full-time = 1196 units per year).
- Provide counseling to individuals, couples and families in order to effect change for growth and healing.
- Establish and lead therapeutic groups for specific problem areas.
- Design and deliver educational/therapeutic workshops, classes or programs to meet the identified needs of groups.
- Assist in the promotion of agency services, workshops and classes.
- Assume responsibility for building and maintaining a referral base and caseload.
- Collaborate with other community professionals working with clients.
- Provide consultation for churches, schools, organizations and communities in areas related to behavioral health and family life.
- Follow agency policies and procedures.
- Provide on-call services on a rotational basis as required by program.
- Integrates cultural considerations into service delivery.
- Develop a positive working relationship with area County Boards of Mental Health, probation, Diversion, state criminal justice system, and HHSS.

### Record Keeping

- Maintain accurate, written clinical records of services provided per established agency/COA standards.
- Timely completion of any provider enrollment forms and reports needed for third party payers or other outside entities.
- Participate in peer review process and Continuous Quality Improvement (CQI) activities as assigned by supervisor.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required of individuals so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and responsibilities.

- Collect client fees and ensure services have prior authorization.
- Ensure services provided are billable and coding properly.
- Maintain documentation of supervision with clinical supervisor/supervising practitioner, when applicable.

Community and Church Relations

- Participate in appropriate community committees and projects to strengthen the Agency's image and enhance the quality of community life.
- Maintain positive working relationships with appropriate public and private human services organizations.
- Maintain positive relationships with pastors and congregations appropriate to the services delivered and service area.

Professional Growth and Development

- Participate in regular supervision sessions for the purpose of reviewing cases, discussing treatment strategy, and monitoring client progress.
- Continue personal and professional growth and development through reading, research, workshops, seminars and other strategies that will broaden knowledge on therapeutic approaches and techniques.
- Attend and participate in local, regional and statewide staff meetings for the purpose of supervision, team building and program planning.
- Participate in agency required training.

Professionalism and Confidentiality

- Keep all client names, information and other Agency business confidential.
- Guard client confidentiality in waiting areas, during phone contact, and in handling of records.
- Insure that all office and record security procedures are followed.

Interpersonal Relationships

- Maintain a positive respectful demeanor in all contacts with staff and the public.
- Seek needed guidance in handling difficult client situations and establishing priorities for the job.
- Work to build positive productive relationships with other staff.
- Other duties as assigned.

**Job Requirements:**

- Master's degree from an accredited college in a human service program which provided preparation for professional counseling.
- Provisional licensure as a mental health practitioner in the state of Nebraska or eligible for PLMHP.
- Personal convictions that are comparable with the philosophy and goals of the Agency.
- Excellent written and verbal skills.
- Demonstrated understanding of and ability to work with persons of diverse cultural backgrounds.
- Valid Nebraska driver's license, proof of liability insurance and ability to drive for Agency business.
- Commitment to the mission of Lutheran Family Services.

Hiring Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Director Human Resources \_\_\_\_\_ Date \_\_\_\_\_

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