

# Lutheran Family Services Position Description

<b>Position Title:</b> Therapist III (LADC/LMHP)	<b>Effective Date:</b> April 2011
<b>Paygrade:</b> J	
<b>Reports to:</b> Clinical Supervisor	<b>Appointed By:</b> Clinical Supervisor
<b>Region:</b> Various	<b>Location:</b> Various
<b>FLSA Status:</b> <input type="checkbox"/> 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 who are affected by mental health and/or chemical dependency (CD) related symptoms and issues.

## Essential Job Duties:

### Service Delivery

- Maintain direct service unit expectations (full-time = 1196 units per year).
- Provider mental health and/or substance abuse and dependency assessments and treatment interventions to individuals, couples and families in order to effect change for growth and healing.
- Develop and professionally facilitate therapeutic groups for mental health/chemically dependent persons.
- Design and deliver educational/therapeutic workshops, classes or programs to meet the identified needs of family members/significant others
- Continuously review and update program participants' mental health/CD needs for symptoms and behaviors and adjust treatment plan accordingly.
- Develop and maintain a working knowledge of area mental health and substance abuse treatment and service resources that can augment active CD treatment and provide for pre-discharge aftercare and support service options that may be necessary for clients to maintain sobriety following treatment.
- Assist in the promotion of agency services through community contacts, appropriate related workshops and classes.
- Assume responsibility for building and maintaining a referral base and caseload.
- Collaborate with other community professionals working with clients.
- Develop a positive working relationship with area County Boards of Mental Health, probation, Diversion, state criminal justice system, and HHSS.
- Provide consultation in substance abuse related issues for churches, schools, organizations and communities in areas in behavioral health and family life.
- Follow agency policies and procedures.

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.

- Provide on-call services on a rotational basis as required by program for after hour client emergencies.
- Integrate cultural considerations into service delivery

#### Record Keeping

- Maintain documentation of supervision with clinical supervisor/supervising practitioner, when applicable.
- Maintain timely, legible records of services provided per established program, agency, state, and COA standards including but not limited to, client assessments, treatment plans, participant State registration and discharge.
- Collect client fees and ensure services have prior authorization.
- Ensure services provided are billable and coding properly.
- Maintain client progress reporting documents required by area courts and systems as is client appropriate.
- Maintain client statistical data as required by the state.
- Timely completion of any provider enrollment forms and reports needed to maximize third party reimbursement.
- Participate in peer review process and Continuous Quality Improvement (CQI) activities as assigned by supervisor.

#### Community and Church Relations

- Participate in appropriate community committees and projects to strengthen the program and Agency.
- Maintain positive relationships with appropriate public and private human services organizations, probation, courts and other referring persons or entities.
- Maintain positive working relationships with pastors and congregations appropriate to services delivered and service area.

#### Clinical Supervision (optional)

- Provide clinical supervision for students in the field placement and several less experienced therapists, if applicable.

#### Program Coordination (optional)

- Responsibility for the interpretation, coordination and implementation of services or programs in CD treatment, if applicable.

#### 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 which will broaden knowledge on therapeutic approaches and techniques and support the maintenance of the mental health practitioner's license.
- 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 and 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 on 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**

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- LADC license required.
- LMHP license required.
- Master's degree in Human Service field from accredited college.
- Demonstrated ability to provide quality program interventions and coordination to mental health and chemically dependent clientele.
- Ability to recognize, assess and determine treatment needs for dual diagnosed clientele.
- Excellent written and verbal communication skills.
- Personal convictions which are compatible with the philosophy and goals of the Agency.
- Demonstrated understanding of and ability to work with person 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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