

# **IROQUOIS MENTAL HEALTH CENTER**

## **JOB DESCRIPTION OUTPATIENT THERAPIST**

### **Qualifications:**

1. Master's Degree in psychology, social work, counseling or related field. License preferred.

### **Skills:**

1. Effectively engages clients
2. Effectively listens to clients
3. Demonstrates ability to reflect-self-awareness
4. Ability to complete required documentation
5. Computer skills preferred
6. Willingness to be supervised
7. Possesses high ethical standards/strong ethical character

**Supervisor:** Executive Director or appointee

**Positions Supervised:** None

### **Responsibilities:**

1. Maintain a caseload of 27 clients per week if full-time and 3 clients per four hour block, if part-time. Failure for full-time therapists to log 27 client hours each week could result in full-time status being changed to part-time status. Failure for part-time therapists to log 3 clients per four hour block could result in reduction in hours.
2. Completion of all required documentation in a timely manner. Progress notes are to be completed by end of calendar week and mental health assessments completed within two weeks. Treatment plans and all other required paperwork are to be updated on a regular and timely basis, according to their review due dates.
3. Provide effective treatment to children, adolescents, adults through play therapy, individual therapy, couples therapy, and/or group therapy by:
  - A. Ensuring the implementation of the individual treatment plan.
  - B. Ensuring the client is oriented to his/her services.
  - C. Promoting the participation of the client on an ongoing basis in discussions of plans, goals, and status.
  - D. Identifying and addressing gaps in service provision.
  - E. Sharing information on how to access community resources relevant to his/her needs.
  - F. Advocating for the person served.
  - G. Communicating information regarding progress of the person served to the appropriate persons.
  - H. Facilitating the transition process, including arrangement for follow-up services.
  - I. Involving the family or guardian.
  - J. Coordinating services provided outside of the organization.
  - K. Identifying the process for after-hours contact
4. Present cases during clinical case consultation meetings.
5. Staff clients on psychotropic medications with the psychiatrists and coordinate treatment with the IMHC nurse.
6. Coordinate treatment with other IMHC programs and/or other outside agencies.
7. Provide mental health consultation/training/workshops to other agencies as needed.
8. Assist in the development of the Outpatient Program through improved skills or specific program development and growth.

9. Regular participation in psychiatric staffings, team meetings, clinical meetings and all agency meetings.
10. Participate in IMHC and community committees as assigned.
11. Participate in emergency on-call services per agency need.
12. Complete all necessary paperwork for approval by insurance panels for client billing and see EAP clients as scheduled
13. Participate in agency grants
14. Work hours at the agency as needed to meet the needs of clients.
15. Complete other duties as assigned.

**Environmental Data and Job Hazards:**

1. Hours of work are structured in eight hour blocks of time plus one or one-half hour lunches for full-time staff and varied schedules for part-time staff.
2. Hours require a minimum of eight hours evening or eight hours Saturday work time, and more required, based on client needs.
3. Employee is required to be able to work in a temperature controlled environment, with eighty percent of the time being spent indoors.

**Physical and Mental Demands:**

1. Moderate physical effort required; normal seated freedom of movement on a regular basis, handling light materials and supplies.
2. Some lifting may be required.
3. Employee must be able to impart and receive detailed information through verbal and written communications.
4. Employee must have the ability to work in situations involving measurable or verifiable criteria, situations dealing with people, performing under stressful situations, and working with set limits, tolerances and standards.
5. Employee must be agreeable to drug testing upon request.