



CLINICAL THERAPIST I and II

Classification specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications *may not include all* duties performed by individuals within a classification. In addition, specifications are intended to outline the *minimum* qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

FLSA STATUS: Exempt

DEFINITION:

Under general supervision, to provide individual, family and group psychotherapy, mental health assessment, crisis intervention , as well as related treatment and case management services for mentally ill and emotionally disabled clients and their families within the scope of practice determined by licensure and Tri-City Mental Health Services policies and procedures. Perform other duties as required.

DISTINGUISHING CHARACTERISTICS:

This is a professional level classification. Within the scope of licensure, Agency guidelines, and professional standards, incumbents of this class have responsibility to formulate a differential diagnosis concerning the nature of the mental or emotional problem; develop an effective treatment program including intervention methods; and perform the full scope of counseling and psychotherapy for individual clients, couples, families, and groups exhibiting a variety of mental and emotional problems.

Supervision is provided by higher level clinical personnel and/or management.

EXAMPLES OF ESSENTIAL DUTIES: Essential duties include, but are not limited to, the following:

- Perform routine and emergency intake evaluations according to Agency procedure; complete appropriate forms and documents relating to the intake process; and prepare mental health/environmental case history for use in diagnosis.
- Initiate and conduct individual, couples, family, and group counseling/psychotherapy sessions; provide crisis intervention to mentally ill/emotionally disabled individuals, groups, and families; and case management services on or off-site.
- Assist clients and family members to understand behavioral health problems and their reaction to them, guide clients in understanding their illness and contributing personal, social, and economic factors; assist clients in developing realistic plans; work toward the solution of stresses and barriers interfering with treatment and/or social functioning; identify and focus on client strengths and personal resources to effectively move client toward satisfactory adjustments; and advise clients on community resources.

- Maintain records of all activities relating to clients' care; prepare clinical statistics and compile periodic reports; and confer with supervisor on formulation of policies and procedures.
- Attend and participate in meetings, interdisciplinary team treatment planning, staff training functions, utilization and peer review activities, clinical supervision and case consultation, and public information and educational functions.
- Participate as a member of a multidisciplinary clinical team and interpret the psychosocial aspects of the patient's illness to the team for use in diagnosis and designing appropriate treatment plan.
- Maintain and disseminate medical records and reports in compliance with local, county, federal, State, and Center regulations including Health Insurance Portability and Accountability Act (HIPAA) and The Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("HITECH Act").
- Submit required statistical and other requested information on a timely basis.
- Maintain Service Standard Hours (formerly known as 'Productivity') according to policy.
- Accurately record and submit on a daily basis all activities during paid work hours according to policy.

QUALIFICATIONS:

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential duties of the position is qualifying. The incumbents will possess the most desirable combination of education, training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education, Training, and Experience:

Master's degree in Marriage and Family Therapy or Master's degree in Social Work or Counseling.

Licensure/Registration/Certification:

Clinical Therapist I: California Board of Behavioral Sciences registration as either an Associate Marriage or Family Therapy (AMFT) or as an Associate Clinical Social Worker (ACSW) or as an Associate Professional Clinical Counselor (APCC).

Clinical Therapist II: California Board of Behavioral Sciences licensure as either a Marriage and Family Therapist (LMFT) or a Licensed Clinical Social Worker (LCSW) or a Licensed Professional Clinical Counselor (LPCC).

Knowledge of:

- Principles, methods, and techniques of marriage and family therapy or clinical social work in the diagnosis, assessment, and treatment of clients and their families with mental and emotional disorders including knowledge of individual, family and group therapy practices.
- Application of counseling and psychotherapeutic techniques to identify and remediate cognitive, mental and emotional issues.

- State of the art psychotherapy methods and techniques utilized to attain, restore, or improve and maintain health individual, couple family, and social relationships.
- Principles of crisis intervention.
- Characteristics of familial and social relationships, family and group dynamics, and understanding of the biopsychosocial aspects in the treatment and management of mental and emotional disorders.
- Laws, codes, and regulations governing the treatment of mental illness and governing the field of Licensed/Associate Marriage and Family Therapy or Licensed/Associate Clinical Social Work or Licensed/Associate Professional Clinical Counseling.
- Local community resources and support systems.
- Standard diagnostic and reference tools used by mental health professionals, such as the Diagnostic and Statistical Manual (DSM).
- Standard medical record documentation.
- Roles and functions of mental health agencies and principles of integrated healthcare

Skill to:

Operate a computer and utilize a variety of software programs.

Ability to:

- Work effectively with adults and children with a wide variety of diagnoses, low economic status, and diverse cultural backgrounds.
- Apply and interpret the principles and techniques of marriage and family therapy or clinical social work and integrated behavioral healthcare methods.
- Analyze client behavior and apply treatment techniques in a coordinated care, social rehabilitation, recovery model focused environment.
- Understand and explain/interpret to multidisciplinary team members the psychosocial aspects in the situations of individuals, families, or groups.
- Develop and maintain the confidence and cooperation of clients to secure pertinent information and to effectively deliver services.
- Conduct individual, family and group therapy sessions; effectively utilize crisis intervention skills; develop and implement treatment plans and monitor the progress of clients toward established goals.
- Communicate effectively and interact with clients, staff, agencies, and community representatives in situations requiring instruction, persuading, consulting, counseling, and motivating people; and prepare and present clear and concise verbal and written reports.
- Establish and maintain effective relationships with clients, their families, other Agency staff members and the behavioral health community.
- Understand, explain, and apply laws, regulations, policies and procedures
- Handle confidential matters with discretion.

Special Requirements:

- May be required to be available 24 hours on-call depending on program needs.
- May be required to transport clients and/or provide services in the field depending on program needs.

- Possess and maintain a current valid California Driver License, a satisfactory driving record, and a properly registered and insured vehicle.
- Receive satisfactory results from a background investigation, which includes fingerprinting; a pre-employment physical examination, which includes a drug/alcohol test; and an administrative review.
- In accordance with California Government Code Section 3100, Tri-City Mental Health Center employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.
- In addition to the above:

Clinical Therapist I: Maintain valid registration as either an Associate Marriage and Family Therapy (AMF) or Associate Clinical Social Worker (ACSW) or Associate Professional Clinical Counselor (APCC).

Clinical Therapist II: Maintain valid licensure as either a Marriage and Family Therapist (LMFT) or a Licensed Clinical Social Worker (LCSW) or a Licensed Professional Clinical Counselor (LPCC).

PHYSICAL STANDARDS:

The position requires prolonged sitting, reaching, twisting, turning, bending, stooping, lifting, and carrying paper and documents weighing up to 30 pounds in the performance of daily activities; body mobility to move from one work area to another, and operate a vehicle; grasping, repetitive hand movement and fine coordination in preparing reports, data entry, and using a computer keyboard; vision sufficient for observing work performed, reading correspondence and reports, statistical data, computer screen and other standard text; and communicating with others on the phone, in person, and in meetings.