



JOB TITLE:	Therapist I	FLSA:	Exempt
DEPARTMENT:	Center-wide	EFFECTIVE DATE:	1/2022
DIVISION:	Center-wide	LAST REVISED:	12/2021
GRADE:	24	JOB CODE:	MT

GENERAL PURPOSE

Under the direction of a Licensed Clinical Social Worker, Licensed Psychologist, Clinical Mental Health Counselor, or Licensed Marriage and Family Therapist performs a variety of full performance professional clinical and outpatient psychotherapy duties, related to providing mental health program services to individuals, groups, and families; conducts prevention related classes and workshops to individuals, groups, or organizations.

SUPERVISION RECEIVED

Works under close to general supervision from an assigned Masters Therapist II, Masters Therapist Supervisor, Program Manager or Division Director.

SUPERVISION EXERCISED

May provide close supervision to Human Service Workers, Autism personnel, Case Managers and clerical staff on a case-by-case or project-by-project basis.

ESSENTIAL FUNCTIONS

Provides direct and indirect clinical services; develops and supervises client treatment program; performs individual, Family Therapy and group outpatient psychotherapy for a variety of mental health disorders, personal problems, domestic violence, and personality disorders; manages personal case load; provides training and consultation services to individuals, groups, families, and organizations; attends and participates in family-team meetings; assists in the development of permanency plans for client and family.

Performs intake assessments; interviews patients, gathers psycho-social histories; completes documentation, i.e., SPMI, initial treatment plan, releases of information, etc.; performs pre-hospital screening and admissions; conducts discharge planning, screens outpatient and aftercare programs to ensure continuity of patient care and re-establishes WMH services; provides liaison between parents, courts, state agencies, etc. and aftercare teams of local Hospitals, Utah State Hospital and the local mental health program; screens and evaluates referrals from local agencies.

May lead and/or participate in staff and peer review meetings; assists to monitor diagnosis, goals and progress notes related to individual clients; assists with document reviews to assure compliance with record keeping requirements, policies, and outside audit regulations.

May serve as in-patient liaison coordinating care with various other health agencies and facilities providing complementary services and special programs to selected target groups; coordinates mutual and cooperative efforts; performs various public relations; participates in public forums and makes public addresses; prepares mental status reports and conducts exams for disability determinations for social security and Medicaid; may completes PASARR-Level II evaluations.

Develops support groups for assigned areas of specialization; provides training, consultation, and related mental health specialty services; develops and designs group curriculum; conducts psycho-educational training; teaches social and life skills; provides stress management coaching; develops client networks and transition groups; works with various community agencies, i.e., DWS, DCFS, JJS, juvenile courts, CPRT, Parenting Groups, SFP, SS Disability, UCSA, etc.; determines justification for services in consultation with other agency providers.

Performs various administrative functions related to client and program records; documents service hours; develops and updates assessments, treatment plans & reviews and progress notes; collects and records data regarding client enrollment, fee setting, billing, Medicaid audits, etc.



JOB TITLE:	Therapist II	FLSA:	Exempt
DEPARTMENT:	Center-wide	EFFECTIVE DATE:	1/2022
DIVISION:	Center-wide	LAST REVISED:	12/2021
GRADE:	28	JOB CODE:	MT

GENERAL PURPOSE

Performs a variety of **full performance professional** clinical and outpatient psychotherapy duties related to providing mental health program services to individuals, groups, and families; conducts prevention related classes and workshops to individuals, groups, parents, families, or organizations.

SUPERVISION RECEIVED

Works under general supervision of a Program Supervisor, Program Manager and Division Director.

SUPERVISION EXERCISED

May provide clinical supervision to Masters Therapist I during orientation and clinical licensing periods. May also provide close supervision to Masters Student Intern(s), Human Service Workers, Autism personnel, Case Managers and clerical staff on a case-by-case or project-by-project basis.

ESSENTIAL FUNCTIONS (Performs all or some of the following)

Provides direct and indirect clinical services; develops and supervises client treatment program; performs individual, family and group outpatient psychotherapy for a variety of mental health disorders, personal problems, domestic violence, and personality disorders; manages personal case load; provides training and consultation services to individuals, groups, families, and organizations; attends and participates in family-team meetings; assists in the development of permanency plans for client and family.

Performs intake assessments; interviews patients, gathers psycho-social histories; completes documentation, i.e., SPMI, initial treatment plan, releases of information, etc.;; completes triage forms to assist with hospital crisis assessment; conducts discharge planning, screens outpatient and aftercare programs to ensure continuity of patient care and re-establishes WMH services; provides liaison between parents, courts, state agencies, Housing Authority, DWS, SS, Law Enforcement, hospitals, various mental care facilities and aftercare teams of local Hospitals, Utah State Hospital and the local mental health program; screens and evaluates referrals from local agencies.

May lead and/or participate in staff and peer review meetings; assists to monitor diagnosis, goals and progress notes related to individual clients; assists with document reviews to assure compliance with record keeping requirements, policies.

Serves as in-patient liaison coordinating care with various hospitals and facilities providing complementary services and special programs to selected target groups; coordinates mutual and cooperative efforts; assists with grant administration and acquisition; performs various public relations; participates in public forums and makes public addresses; prepares mental status; works with DCFS.

Develops support groups for assigned areas of specialization; provides training, consultation, and related mental health specialty services; develops and designs group curriculum; conducts psycho-educational training; teaches social and life skills; provides stress management coaching; develops client networks and transition groups; works with various community agencies, i.e., DWS, DCFS, JJS, juvenile courts, CPRT, Parenting Groups, SFP, SS Disability, UCSA, etc.; determines justification for services in consultation with other agency providers.

Develops and updates assessments, treatment plans & reviews and progress notes.

Coordinates with various outside community and state agencies in assuring continuity of care for youth and families needing other mental health assistance; may serve as a member of the daytime and 24 hour crisis team; responds

to life threatening or severe trauma situations; provides crisis assessment and counseling; evaluates suicidal risk; assists school resource officers to deal with crisis issues and obtain necessary assistance.

May act as liaison to Utah State hospital; acts as insurance broker for Utah County Medicaid youth in approving inpatient psychiatric admittance.

May be assigned to provide clinical supervision and instruction to co-workers related to receiving additional licensing.

Performs general case monitoring and management; assists in determining appropriate treatments and timely termination of clients by participating in-group/staff decision-making;

Maintains awareness of patient behaviors and reaction to medications as needed to avoid adverse side effects; will call nursing staff for medical instruction.

Coordinates with supervisors regarding issues and problems, which interfere with assignments, goals, treatment plans, and projects.

May act as a subject matter expert in giving testimony in court hearings and investigations; completes NDFF documentation on in-patients; attends court as needed to represent client needs and provide professional opinions.

Performs other related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from a college or university with a masters degree in social work, psychology or a related field, plus recognition as a **Licensed Clinical Social Worker (LCSW), Licensed Psychologist, Licensed Clinical Mental Health Counselor, Licensed Marriage and Family Therapist** or comparable license recognized by the State of Utah which would allow that person to perform individual psychotherapy without supervision.

2. Required Knowledge, Skills, and Abilities:

**Thorough knowledge of** psychology, diagnostic classifications and mental health concepts; normal and abnormal psychology; evaluation and various forms of psychotherapy; intervention & patient counseling processes, techniques, and methods; mental health care facility programs and procedures; addiction & dynamics of abuse; crisis intervention & suicide assessment methods; treatment involving psychotropic medications; Medicaid policies & procedures.

**Ability to** perform under adverse crisis situations; communicate verbally and in writing; develop and maintain effective working relationships with multidisciplinary treatment teams, executives, professionals, administrators, and the public, meet or exceed productivity standard set by the agency.

3. Special Qualifications:

Must be licensed to perform psychotherapy without supervision by the State of Utah. May be required to complete State of Utah training in Domestic Violence (16 hr.) annually. Must complete required trauma training. May be required to complete NOJOS training. May be required to complete NDFF to be a Utah State designated examiner. May be required to be or become a Registered Play Therapist.

4. Work Environment:

Work performed in a clinical setting with appropriate climate controls. Tasks require variety of physical activities, occasionally involving muscular strain, related to walking, standing, stooping, sitting, and reaching. Hearing, talking and seeing are essential to successful completion of typical duties. Common eye, hand, finger dexterity must exist. Mental application utilizes memory for details, complex instructions, emotional stability, creative problem solving. Elements of hazard uncertainty exist in the normal course of performing duties associated with providing mental health services.

\*\*\*\*\*

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)

May serve as a member of the daytime and 24 hour crisis team; responds to potential life threatening or severe trauma situations; provides crisis assessment, counseling and triage for inpatient hospitalization; evaluates suicidal risk.

Performs general case monitoring and management; assists in determining appropriate treatments and timely termination of clients by participating in-group staff decision-making; may provide cultural mediation service between deaf clients and other service; performs as a clinical instructor by special assignment.

Maintains awareness of patient behaviors and reaction to medications as needed to avoid adverse side affects; receives medical instruction from nursing staff.

Coordinates with supervisors regarding issues and problems, which interfere with assignments, goals, treatment plans, and projects.

May act as a subject matter expert in giving testimony in court hearings and investigations; completes NDFF documentation on in-patients; court as needed to represent client needs and provide professional opinions.

Performs other related duties as required.

#### MINIMUM QUALIFICATIONS:

1. Education and Experience:

A. Graduation from a college or university with a Masters degree in social work, psychology or a related field, plus recognition as a **Certified Social Worker (CSW), Associate Clinical Mental Health Counselor, Associate Marriage and Family Therapist or equivalent.**

2. Required Knowledge, Skills, and Abilities:

**Considerable knowledge of** psychology, diagnostic classifications and mental health concepts; normal and abnormal psychology; evaluation and various forms of psychotherapy; intervention & patient counseling processes, techniques, and methods; mental health care facility programs and procedures; addiction & dynamics of abuse; crisis intervention & suicide assessment methods. **Working knowledge of** treatment involving psychotropic medications; Medicaid policies & procedures.

**Ability to** perform under adverse crisis situations; communicate verbally and in writing; develop and maintain effective working relationships with multidisciplinary treatment teams, executives, professionals, administrators, and the public. Must comply with productivity standard set by the agency.

3. Special Qualifications:

Must be a Certified Social Worker or equivalent.

***Must become a therapist licensed by the State of Utah that enables that person to provide psychotherapy without supervision within thirty-six (36) months from the date of appointment or advancement to the Therapist II classification. Failure to obtain the appropriate license within thirty-six (36) months may result in discharge or demotion.***

May be required to become certified in Domestic Violence and NOJOS.

4. Work Environment:

Work performed in a clinical setting with appropriate climate controls. Tasks require variety of physical activities, occasionally involving muscular strain, related to walking, standing, stooping, sitting, reaching, hearing, talking and seeing are essential to successful completion of typical duties. Common eye, hand, finger dexterity must exist. Mental application utilizes memory for details, complex instructions, emotional stability, creative problem solving. Elements of hazard uncertainty exist in the normal course of performing duties associated with providing mental health services.

\*\*\*\*\*

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)