

**Title: Therapist**

**Purpose:** The therapist interacts on an individual and group basis with clients and staff. The therapist is responsible for facilitating therapeutic interventions to assist clients with meeting treatment goals.

**Reports to:** Clinical Director

**Direct Reports:** N/A.

**Job Duties & Responsibilities:**

- Responsible for documentation in clinical section of each client’s electronic health record.
- Attends and participates in clinical team meetings.
- Completes clinical assessment and treatment plan for assigned clients.
- Initiates discharge planning upon admission for assigned clients, and updates discharge plan weekly.
- Facilitates comprehensive evaluation and diagnostic summary for assigned clients.
- Individual sessions for all assigned clients (at least weekly).
- Facilitates group counseling, education, and meetings per program schedule.
- Maintains ongoing communication with client’s family/support system throughout duration of client’s treatment.
- Family/conjoint therapy as specified in individual client’s treatment plans.
- Coordination of all treatment services needed for assigned client caseload.
- Makes appropriate referrals for therapist and psychiatrist for caseload prior to discharge
- Makes appropriate referrals to continuing levels of care within our system as well as to other treatment centers when needed
- Participates in in-service training, individual/group supervision meetings, and counselor/residential staff interface meeting.
- Ensures client records for assigned case load are comprehensive, complete, and meet licensing and certification standards.
- Available on weekends for crisis management and clinical support in residence meetings
- Performs other duties and responsibilities as assigned by the Clinical Director.

**Minimum Requirements:**

- **Qualifications:**
  - Understanding of the 12 Steps.
  - 2 years sobriety if personally represented as “recovering”.
- **Knowledge:**
  - Masters in Clinical Psychology, Social Work, or Marriage and Family Therapy
  - Current CPR/First Aid Certification.
- **Experience:**
  - 2 + years experience in the field of alcohol and/or other drug services.
- **Skills:**
  - Computer competence (Microsoft Word, Excel, Internet).
  - Ability to effectively communicate with staff and clients.

Name: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_