

Catholic Charities, Diocese of Camden, Inc
Job Description

Job Title: Primary Therapist – Fee-for-Service
Department: Outpatient Counseling Services
Reports To: Director of Clinical Services
FLSA Status: Non-exempt
Prepared By: Sylvia C Loumeau
Prepared Date: February 4, 2015
Approved By:
Approved Date:

SUMMARY: The Fee-for-Service Therapist is responsible for the provision of clinical treatment services to a designated client population on an as needed basis in a manner that exemplifies and enhances the mission of Catholic Charities. The services provided by this position include: completing comprehensive social assessments, the collaborative development of a treatment plan, the provision of family, couple, individual and group psychotherapy, and the development of a discharge plan for continuity of care.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Conduct thorough bio-psycho-social-spiritual assessments that reflect client strengths and the systemic nature of their challenges.
2. Assist in review of applications for counseling services and in making informed treatment recommendations.
3. Utilize systemically focused and developmentally appropriate therapeutic interventions to assist individuals, couples, families and groups in goal attainment.
4. Prepare and maintain accurate, timely documentation on all client contacts in accord with agency guidelines.
5. Demonstrate knowledge of regional population characteristics (including cultural, religious and ethnic diversity).
6. Familiarize self with appropriate community and diocesan services and resources available to assist clients in support of goal attainment.
7. Enhance professional growth through participation in regularly scheduled clinical supervision with assigned supervisor, attendance at educational programs, in-service meetings, seminars, and workshops in accordance with professional licensure standards and requirements, and review of current literature.
8. Advocate for changes in program policies and procedures to improve services to client populations and more effectively meet client need.
9. Comply with program policies and procedures on confidentiality, releasing and obtaining confidential information, and referral.
10. Perform other related duties as assigned or requested.
11. Adhere to ethical principles and professional boundary requirements in her/ his professional discipline as well as to Catholic Social Teaching and the tenets of the Catholic Church in the provision of therapeutic services.

These statements describe the general nature and level of performance expected in this position. They are not intended to be construed as an exhaustive list of all duties and skills required.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATIONS

1. Masters Degree in Social Work, Counseling Psychology, Marriage and Family Therapy, or accepted human services specialty.
2. A license to provide clinical services as designated by the counseling discipline; LCSW is preferred.
3. Familiarity with and commitment to Catholic Social Teaching and the mission of Catholic Charities.

EDUCATION AND/ OR EXPERIENCE

A Master's Degree in one of the above mentioned disciplines plus one year post-masters, supervised counseling experience in a mental health or substance abuse treatment setting preferred. One year supervised counseling experience as a masters level intern in a mental health setting considered.

LANGUAGE SKILLS

Must possess excellent written, oral, and interpersonal skills. Fluency in Spanish is preferred.

MATHEMATICAL SKILLS

Sufficient to comply with program requirements for billing, recording keeping, statistical accounting.

REASONING ABILITY

Appropriate clinical judgment and skill is required, along with well-developed knowledge of direct service theory and practice. Demonstrated ability to collect, organize and interpret client data is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Must hold or be working toward NJ license or certificate in a human services specialty. *LSW is minimum requirement for all MSWs.*

PHYSICAL DEMANDS

Minimum physical effort. Manual dexterity appropriate to use of personal computer is expected.

WORK ENVIRONMENT

Contact with clients in a wide variety of circumstances. Subject to varying and unexpected situations, crises and emergencies. Work in a clean, well lightened and appropriately ventilated office.

I HAVE READ THIS JOB DESCRIPTION AND UNDERSTAND THE SCOPE OF RESPONSIBILITIES AND THE JOB PERFORMANCE EXPECTATIONS ASSOCIATED WITH MY POSITION. I WILL MEET, AND ATTEMPT TO EXCEED, ALL PERFORMANCE REQUIREMENTS OF THIS POSITION.

NAME OF EMPLOYEE

DATE

NAME OF SUPERVISOR
