The Children’s Home of Wheeling, Inc.

Job Description

# JOB TITLE: Therapist

# REPORTS TO: Assistant Executive Director

DEPARTMENT: Clinical

PREPARED: 04/2021

REVISED:

PAY SCALE: $40,000 to $45,000 per year, Exempt Position

**ORGANIZATION MISSION STATEMENT:** The mission of The Children’s Home of Wheeling, Inc. is to provide a temporary home, behavioral health treatment, and quality of life programming for abused, neglected, and troubled male youth from throughout the state of West Virginia.

**POSITION MISSION STATEMENT**: I am committed to providing quality clinical services to children and their families that promote healthy growth and improve family life and maintaining high standards of professional ethics and confidentiality.

**MAJOR GOAL**: To provide quality individual, group, and family therapy within the residential program. I will accomplish this goal by the following guidelines.

1. Responsibility for the **provision of clinical services** that meet the needs of youth at risk and their families, as well as the policies and the regulations of WV Department of Health and Human Services and Medicaid.
   1. Provide clinical evaluation, treatment planning, and counseling services to youth and families as appropriate and within the best practice standards of the field.
   2. Complete initial intake assessments to identify individual needs.
   3. Provide a minimum of one 60 minute individual counseling session per week to each youth, and additional counseling sessions as needed based on the assessed needs of the individual resident.
   4. Provide family counseling sessions as appropriate to support healthy reunification with family.
   5. Provide group counseling sessions as assigned.
   6. Evaluate and review patient diagnosis, treatment plans, and therapeutic procedures.
   7. Develop and maintain a positive, professional therapeutic rapport with each youth.
   8. Complete monthly progress reports for each youth identifying progress on treatment plan goals and objectives.
   9. Represent the clinical services provided to the youth and family within the interdisciplinary service planning team.
   10. Work with other team members and service providers to provide a comprehensive, coordinated system of care for each youth.
   11. Assist with discharge planning and the coordination of aftercare services.
   12. Document all services provided per licensing regulations, accreditation, managed care, and internal standards.
   13. Submission of all required documentation within established time frames.
   14. Provide consultation and clinical guidance for decisions concerning referrals, admissions, movement within the program, and discharges.
   15. Attend weekly clinical team meetings and provide input on clinical services and progress of youth in treatment.
   16. Provide input on program initiatives of a clinical nature for the residential program.
   17. Develop and remain current with knowledge of therapeutic best practices as they relate to services for at-risk children and families.
   18. Be on-call for clinical emergencies and provide crisis intervention services as necessary.
   19. Maintain at all times the confidentiality of protected health information of former and current youth in accordance with state and federal law and agency policies.
2. Develop a therapeutic relationship with staff that will enhance **teamwork**, the quality of the program, and consistency for youth by:
   1. Actively participating in clinical team meetings and other staff meetings as necessary.
   2. Supporting and encouraging teamwork by offering feedback and effective critique of team members.
   3. Assisting in team building through loyalty and support of the team process.
   4. Establishing meaningful, growth-producing relationships with staff.
   5. Maintaining a safe, clean and stimulating environment in order to create a therapeutic climate.
   6. Working as colleagues with educational, clinical and direct care staff in an effort to enhance the youth's therapeutic treatment.
   7. Enhancing teamwork and the quality of services through understanding, clarifying, and demonstrating my role, the function and roles of the other agency programs and services, and how we can best interrelate.
3. Assist in the implementation of the agency's **mission, goals and objectives** by:
4. Accurately documenting assigned charts, logs, reports and to timely complete all paperwork required by the organization, licensing standards, accreditation standards, state and federal law.
5. Observe professional confidentiality at all times: protect the rights of residents and their families and abide within the guidelines of the agency confidentiality policy.
6. Accurately reporting clinical services by completing the appropriate forms and submitting said forms according to the established deadlines.
7. Participate in the agency’s Performance and Quality Improvement process by collecting, tracking, analyzing, and interpreting service data to establish trends, patterns, and identification of service needs to be utilized in the ongoing planning of services and address projected improvements in services provided, as well as implementing any identified corrective action or proactive measures to enhance quality of services.
8. Exhibiting personal and professional ethics, attitudes and value systems, which enhance service delivery to youth.
9. Knowing state licensing requirements as they pertain to care of youth.
10. Utilizing the agency mission as the guiding force in all my decision-making and demonstrating our core and customer values in every interaction with external and internal customers.
11. Exhibiting a professional attitude and commitment to the agency and its customers by maintaining expected level of attendance and reporting to work and meetings on time.

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| **ACADEMIC REQUIREMENTS** |
| Master’s degree in Counseling, Social Work or Psychology degree from an accredited school required. |

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| **CREDENTIALS REQUIRED** |
| Current West Virginia Licensed Professional Counselor (LPC), Licensed Independent Clinical Social Worker (LICSW), or other independent licensure in the respective field required.  Current Driver’s license required |
| **ADDITIONAL QUALIFICATIONS** |
| 1. The emotional stability to work with children who have been abused and neglected on an individual and group basis. 2. An ability and accountability to maintain a flexible work schedule as basic to operation of this position. 3. Ability to meet the hiring requirements of the West Virginia Department of Health and Human resources licensing division regarding background checks. 4. Ability to meet the hiring requirement for The Children's Home of Wheeling according to policies and procedures. 5. Has commitment to meeting the requirements of COA Accreditation, and the organization’s Performance Quality Improvement model that is inclusive of, stakeholder data collection and reporting needs. 6. A clear perception of this role as an advocacy function that ensures the children’s right to fair and adequate support and treatment. 7. Must be at least 23 years of age. |
| **EXPERIENCE** |
| 1. At least two years of prior experience with at-risk, abused, and/or neglected youth. 2. Demonstrated knowledge of and experience in behavioral family therapy and trauma-focused treatment with knowledge of behavior modification. 3. Must have considerable knowledge of principles, skills, and techniques of facility management. 4. Ability to train groups of people. 5. Excellent organization and time management skills. 6. Excellent oral and written documentation skills. 7. Ability to utilize computer in word processing, data entry and retrieval. 8. Ability to recognize and value each other’s diversity and to treat all individuals with dignity and respect. 9. Ability to work with and be sensitive to a wide variety of family dynamics, function and diversity. 10. Ability to consolidate a variety of information and draw valid conclusions regarding social services provision issues. 11. Emotional stability to support children and adults on an individual and group basis professionally and ethically. 12. Ability to develop and adapt the service delivery system with the interdisciplinary team to meet the needs of children in regard to permanency in foster and adoptive homes. 13. Ability to integrate ethnic/cultural awareness and competency into practice with the populations served. |

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| **GENERAL EDUCATION** | | | | |
|  | 1-33% | 34-66% | 67%+ | Description |
| 1. Reasoning |  |  | X |  |
| 2. Mathematics |  | X |  |  |
| 3. Language |  |  | X |  |

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| **APTITUDES** | | | | |
|  | 1-33% | 34-66% | 67%+ | Description |
| 1. Intelligence |  |  | X |  |
| 2. Verbal |  |  | X |  |
| 3. Numeric |  | X |  |  |
| 4. Spatial perception | X |  |  |  |
| 5. Form perception | X |  |  |  |
| 6. Clerical perception |  |  | X |  |
| 7. Motor Coordination |  | X |  |  |
| 8. Finger Dexterity |  | X |  |  |
| 9. Manual dexterity |  | X |  |  |
| 10. Eye, Hand and Foot coordination |  | X |  |  |
| 11. Color discrimination | X |  |  |  |

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| **TEMPERAMENTS** | | | | |
|  | 1-33% | 34-66% | 67%+ | Description |
| 1. Working alone |  |  | X |  |
| 2. Directing others | X |  |  |  |
| 3. Expressing personal feelings |  | X |  |  |
| 4. Influencing people |  |  | X |  |
| 5. Making judgments |  |  | X |  |
| 6. Performing repetitive work | X |  |  |  |
| 7. Performing under stress |  |  | X |  |
| 8. Attaining tolerances | X |  |  |  |
| 9. Working under instructions | X |  |  |  |
| 10. Performing a variety of duties |  |  | X |  |

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| **PHYSICAL DEMANDS** | | | | |
|  | 1-33% | 34-66% | 67%+ | Description |
| 1. Strength | X |  |  |  |
| 2. Standing | X |  |  |  |
| 3. Walking | X |  |  |  |
| 4. Sitting | X |  |  |  |
| 5. Lifting |  | X |  |  |
| Under 10 lbs |  |  | X |  |
| 10 to 25 lbs. |  | X |  |  |
| 26 to 60 lbs | X |  |  |  |
| 61 to 75 lbs. | X |  |  |  |
| 76 to 100 lbs. | X |  |  |  |
| Over 100 lbs. | X |  |  |  |
| 6. Carrying |  | X |  |  |
| Under 10 lbs |  |  | X |  |
| 10 to 25 lbs. |  | X |  |  |
| 26 to 60 lbs |  | X |  |  |
| 61 to 75 lbs. | X |  |  |  |
| 76 to 100 lbs. | X |  |  |  |
| Over 100 lbs. | X |  |  |  |
| 7. Stooping | X |  |  |  |
| 8. Kneeling | X |  |  |  |
| 9. Crouching | X |  |  |  |
| 10. Crawling | X |  |  |  |
| 11. Reaching | X |  |  |  |
| 12. Handling | X |  |  |  |
| 13. Fingering | X |  |  |  |
| 14. Feeling | X |  |  |  |
| 15. Talking |  |  | X |  |
| 16. Tasting | X |  |  |  |
| 17. Smelling | X |  |  |  |
| 18. Near acuity |  |  | X |  |
| 19. Far acuity |  |  | X |  |
| 20. Depth perception |  |  | X |  |
| 21. Color vision |  |  | X |  |
| 22. Field of Vision |  |  | X |  |

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| **RECEIPT AND ACKNOWLEDGMENT** |

I acknowledge and understand that:

* Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
* The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
* Performing other duties that may, from time to time, become necessary for the well-being of the agency and can most effectively be accomplished by the incumbent, acting in the role characterized by this position may be required.
* Job duties, tasks, work hours and work requirements may be changed at any time.
* Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.
* Adherence to the policies set forth in the Personnel Policy Handbook is expected of all employees of The Children's Home of Wheeling and Orchard Park Resources, Inc.
* I have read and understand this job description.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Print Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Representative Name and Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_