

YOUTH DYNAMICS, INC.
JOB DESCRIPTION

Job Title: Therapist	FLSA Status: Exempt
Supervisor: Area Manager or Program Manager	
<p>General Information: The Therapist’s primary functions are: determining clinical eligibility for all treatment referrals through the intake/assessment process, providing ongoing therapy for all YDI clients requiring this service, and; providing ongoing treatment supervision activities for all clinical staff in their service area</p>	
Minimum Qualifications	Licensed Professional Counselor, Licensed Marriage Family Therapist, or Licensed Clinical Social Worker with one year’s experience providing services and/or therapy to at-risk families. Must be skilled in therapeutic interventions and coordinating treatment with other professionals in the community. Must demonstrate the ability to communicate effectively orally and in writing.
Required Knowledge, Skills And Abilities	<ul style="list-style-type: none"> • Thorough knowledge of the organization, policies and procedures, structure and operations. • Ability to communicate well with others both orally and in writing, using both technical and non-technical language. • Ability to establish and maintain effective working relationships. • Ability to prepare accurate and reliable reports. • Ability to operate a personal computer using standard word processing, spreadsheet and database applications appropriate to assigned duties. • Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions. • Ability to perform a wide variety of tasks with accuracy and speed under the pressure of time sensitive deadlines. • Ability to be flexible and adapt to organizational changes and needs. • Ability to work independently. • Ability to collaborate and to work as part of a team. • Ability to lead group/team processes. • Ability to travel. • Possession of a valid drivers license and minimal insurance required by law. • MANDT training (provided by YDI).
Essential Physical Abilities	<ul style="list-style-type: none"> • Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with others both in person and over the telephone. • Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written materials, in both hardcopy and electronic form. • Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and transport files. • Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to travel and to access work sites, carry supplies, files, equipment and food up to 30 pounds.
Principal Responsibilities	<p><u>Primary Responsibilities</u></p> <ul style="list-style-type: none"> • Provide ongoing individual, family and group therapy for all applicable clients utilizing Social Learning Theory-based interventions • Work in collaboration with referral sources and other professionals/team members • Assure that all clinical diagnoses are accurate and current and where necessary meet SED criteria. • Participate in Referral Team Meetings ensuring appropriate placement and services for all referred youth and families. • Conduct thorough and timely assessments of all incoming clients or approve outside assessments. • Complete all Individual Treatment Plans, Psychotherapy and Contact Notes according to Procedure. • Coordinate therapy services with the Managed Care company. • Regularly participate in service area, emergency on-call coverage rotation. <p><u>Clinical</u></p> <ul style="list-style-type: none"> • Implement therapeutic interventions to reach treatment goals and objectives • Provide clinical expertise at regular Treatment Parent trainings as assigned. <p><u>Treatment Supervision</u></p>

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	<ul style="list-style-type: none"> • Participate in client related treatment team meetings as appropriate • Provide regular and ongoing treatment supervision for all service area clinical/group home staff according to YDI Procedure and assignment. • Guide/direct clinical discussions in service area staff meetings and group home weekly treatment reviews as assigned. • Monitor effectiveness and appropriateness of all clinician's treatment plans <p><u>Documentation</u></p> <ul style="list-style-type: none"> • Complete all treatment supervision activities' documentation • Accurately record all billable hours time • Complete therapeutic outcome measures as required. • Assure completion and currency of all therapy related documentation including assessments, individual treatment plans, contact notes, etc. • Distribute copies of all paperwork to referring agency and to the Managed Care company as required. • Submit Service Termination reports on all therapy clients <p><u>Organizational Responsibilities</u></p> <ul style="list-style-type: none"> • Responsible for safely operating personal/lease vehicles during the transport of clients, travel to other Regions, and any business related travel as assigned by your Supervisor. • Maintain awareness of work environment and perform duties in a safe and responsible manner. • Maintain tact, diplomacy and professionalism at all times. • Complete required paperwork in an accurate and timely manner. • Participate as a positive member of the Youth Dynamics, Inc. organization. • Act as a positive representative of Youth Dynamics, Inc. to the public. • Participate in public relations and marketing efforts approximately 5% of your work time. • Participate in regular supervision with your Supervisor. • Participate in staffings and relevant in-service training as needed or required. • Attend all meetings as are necessary to fulfill job responsibilities. • Develop a plan for personal and professional growth, as needed. • Carry out other responsibilities as assigned by your Supervisor to further the mission of Youth Dynamics, Inc.
Minimum Expectations	<ul style="list-style-type: none"> • Day Treatment Therapist: Average a 12-client caseload with an average of 1 contact per week per client. • Day Treatment Therapist/Lead Clinical Staff: 2 hours per group home per week • Outpatient Therapist: Average a 26client caseload with an average of 2.5 contacts per month per client. Maintain 78 hours of billable individual/family therapy, which includes 5-10 initial/annual clinical assessments per month • Outpatient Therapist/Lead Clinical Staff: 2 hours per 1 FTE Care Manager/Youth Case Manager per month. Maintain 78 hours of billable individual/family therapy which includes 5-10 initial/annual clinical assessments per month, with requirements reduced by 2 hours for each clinician being supervised and by 4 hours for completing case reviews – up to 200 cases/quarter • Outreach according to assignment in SAD Plan. • Timely completion of all documentation according to YDI Policies and Procedures. • Attendance at monthly therapist conference calls and monthly in-service trainings

I acknowledge receipt of this job description:

Employee's Name (please print)

Date

Signature

Date