POSITION DESCRIPTION

POSITION TITLE: CLINICAL THERAPIST / Program Coordinator

POSITION PURPOSE:

The Therapist/Program coordinator is responsible for assisting Outpatient Director to oversee FEP program and performing a wide variety of patient care activities as directed by the Director of Outpatient Service. He/she will be responsible for a patient caseload and will provide individual, family, and group therapies as needed. Will conduct psychosocial assessments, screenings, and assist in the intake process. The Therapist has primary responsibility for maintaining communication with the referral source and other service providers as needed. Collaborates with the treatment team to formulate the Master Treatment Plan, and assists in coordinating discharge planning and all aspects of services.

POSITION REQUIREMENTS/QUALIFICATIONS:

Education/Experience: Graduation from an accredited college or university with a minimum of a Masters Degree in Counseling, Psychology, Social Work, or health related field.


POSITION RELATIONSHIPS:

A. Responsible to: Director of Outpatient Services and/or Clinical Director

B. Individuals Supervised: FEP Clinical Therapists and assist Director with Task Supervisor of interns,

C. Inter-relationships: Maintain open communication lines with the Outpatient Services Director, agency staff, clinicians and physicians, patients and families. Serves as a liaison with community agencies, stakeholders, and third party payors.
• Coordinate daily service delivery for youth, adults and families receiving outpatient services.

• Schedule and conducts intakes for person(s) seeking services.

• Plans and facilitate and/or co-facilitates therapeutic sessions (group) a minimum of two times per week.

• Provides psychiatric Services (individual, group, family therapies) according to designated discipline and in accordance with Agency Policy and procedures.

• Provides case management to person(s) served including information and referral as needed.

• Complete individualized notes for each person(s) served on daily basis.

• Maintains all participants’ files, daily activity logs, and program sign in sheets.

• Document all contacts with person(s) served, families, referral source, and other collateral contacts.

• Engage the family of person served in services as appropriate and with proper consent.

• Prepare monthly client progress reports for referral sources/case managers.

• Assist program Director in the preparation of monthly, quarterly, and annual reports by providing update and accurate information regarding service delivery.

• Conduct outreach in the form of community education regarding agency services.

• Collect program-specific data for evaluation.

• Conduct follow up survey, post discharge for every program completer.

• Assist Director with task supervision to student interns and volunteers.

• Attend meeting with referral agency.

• Demonstrates knowledge of psychopathology as identified by DSM IV Diagnosis and utilizes psychotherapeutic techniques to assist patient in reaching treatment goals.

• Demonstrates ability to document appropriately in the medical record in an accurate, concise, clear organized manner that reflects ongoing patient assessment, interventions and plans.

• Demonstrates the ability to recognize psychosocial needs of patients & families.

• Is able to complete Psychosocial Assessment appropriately and within specified time frame.

• Is able to appropriately formulate the Master Treatment Plan within specified time frame.

• Demonstrates proficiency in the completion of Treatment Plan Reviews based on patient needs within specified time frame.
• Identifies and coordinates discharge planning.

• Participates in weekly clinical staffing meetings and other required meetings as scheduled.

• Provides information to patients & families on insurance and state and federal assistance benefits.

• Participates in continuing education and in-services.

• Responds to & intervenes in emergency/crisis situations.

• Sets up meetings with patient & families (or significant others) as part of treatment.

• Participates in treatment team meetings and required staff meetings as scheduled.

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