



JOB TITLE:	Therapist-In House
PROGRAM:	Therapeutic Services
STATUS:	Regular Full Time
FLSA DESIGNATION:	Exempt
REPORTS TO:	Supervisor of Therapeutic Services
POSITIONS SUPERVISED:	None
CERTIFICATION/DEGREE:	Masters in Social Work, Mental Health or related field and Licensure LCSW, LMSW, LMHC, LCAT, LMFT
EXPERIENCE:	Minimum of 1 year in clinical experience including work with Client and families impacted by trauma, abuse and/or loss, preferred

## OVERVIEW OF POSITION

**Therapist –In House** – located in Wayne County-Licensed Master Level therapists provide professional mental health services to individuals, children, couples and families throughout our four counties under several programs and initiatives. Services are specialized to be healing centered to promote resiliency for individuals that have experienced trauma, abuse and/or loss. General counseling services are provided for acute and ongoing mental health concerns and substance abuse, grief/loss, relational concerns and fear of change in employment or other life event. In house therapeutic services are provided at one of our several locations throughout Wayne, Ontario, Yates and Seneca Counties.

## ROLE SPECIFIC RESPONSIBILITIES

- Provides comprehensive treatment services to meet the needs of the clients within the respective program utilizing community, group, individual, conjoint and family therapy as needed and required
- Engage in clinical supervision, agency meetings and clinical case review as needed and required
- Participate on task forces, community meetings or other committees, as appropriate
- Provide clinical assessments, treatment planning and documentation to support the therapeutic process
- Become trained and fluent in utilizing treatment modalities specific to treating trauma, abuse and/or loss
- Complete reports for court, school, and other community agencies as appropriate and approved by supervisor
- Maintain and complete clinical documentation for all active clients in a timely manner and send to supervisor for approval
- Works with Supervisor and Office Coordinator to manage caseload expectations.
- Adhere to all policy and procedure as outlined in the clinical P&P and training manual

## SKILL REQUIREMENTS

- Experience in trauma informed treatment and intervention, motivational interviewing and healing centered approach to therapeutic treatment
- Demonstrates ability to communicate effectively and work cooperatively with culturally diverse persons, staff and multiple service provider agencies
- Competent in use of computer software such as EMR systems, Microsoft Office, and virtual platforms
- Experience and knowledge on the use of computers, cell phones and a broad understanding of using the internet, server and e-mail in the workplace
- Verbal and written communication, organizational skills, ability to multi-task and prioritize agency needs
- Strong interpersonal skills that align with agency expectations and culture
- Good problem solving and time management skills and the ability to remain calm in a crisis
- Knowledge of local county and regional educational, community and behavioral health systems

## **AGENCY REQUIREMENTS**

- Demonstrates knowledge of the programs, missions, and services of FCSFL
- Adheres to the Employee Handbook and Policies & Procedures guides
- Complies with all governmental and legal requirements
- Recognize the dignity of the human being and strive to provide the highest quality of service to those who come to us in need
- Attends and participates in appropriate agency supervisions, staff trainings and meetings
- Conduct oneself in a professional manner while representing the agency in house, in the community and during civil activities.
- Maintains valid and current certifications and licensures required to hold the position

\*All duties as assigned including but not limited to the above listed.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Family Counseling Service of the Finger Lakes provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.