

# Murphy-Harpst Children's Centers, Inc.

## Job Description

### *Licensed Therapist*

Incumbent:

Hire Date:

Immediate Supervisor: Director of Clinical Services

Department: Clinical Services

FLSA Status: Salary

Employees Supervised: None

Infection Control Exposure  
Risk Category: II

Summary of Major Essential Functions: Responsible for development of the treatment plan for each client and related clinical services, this involves, but is not limited to individual counseling, group counseling, cases/treatment reviews, current record keeping, attendance at and participation in staff meetings, and writing reports. Equally important is working with representatives from state and community agencies in the overall planning for the youth and their families when available. In addition, the counselor will facilitate case management to include the family, DFCS, mental health, schools, public health, DJJ and natural helpers in the community.

### QUALIFICATIONS

Educational: Master's Degree in Social Work, Counseling or psychology from an accredited graduate school.

Work Experience: One year of paid experience in the mental health care field preferred.

Position Specific: Current State of Georgia LPC, LAPC, LMFT or LCSW License. Ability to work in different settings (i.e. Outpatient setting, residential setting).

All Staff: Ability to think globally, solve problems and have good decision-making skills, including critical thinking skills. Strong written and oral communication skills. Proficiency in computer skills, especially Outlook, Word and Excel. Ability to work in and adapt to the culture of multi-cultural, community based organization. Commitment to maintain confidentiality. Understanding of the Agency's mission and culture and the ability to maintain appropriate boundaries with staff

and clients in all circumstances.

At least twenty-one (21) years of age or older. Pass a pre-employment drug screen. Have a clean criminal background. Agency must receive DHS and/or DBHDD clearance. Have a favorable review from ten (10) year employment history, and relative/social reference. Possess a current valid State of Georgia driver's license. Provide a current three (3) year M.V.R. (motor vehicle report) if age twenty-five (25) or older.

Work Schedule: 40 hours per week

Physical Requirements: Position is sedentary. Must be physically fit and comply with a physical upon hire which is administered by the Agency's medical director.

### INDIVIDUAL COMPETENCIES & GENERAL RESPONSIBILITIES

1. Conducts behavioral health screenings and comprehensive biopsychosocial assessments of assigned clients including mental status assessment, DSM-VI and all appropriate clinical information for Tx planning. Create original treatment plan and Bio-psychological assessment within 15 days of admission.
2. Deliver services showing knowledge of developmental stages (age appropriate interventions, family systems, group process, effect of abuse and neglect, and ability to establish therapeutic relationships. Utilize best practices.
3. Maintain 45 hours in related training's and certification in TCI, CPR, first Aid and other required training's
4. Assist in determining the appropriateness for residential care. Meet with custodian on day of admission residents.
5. Assure other mandated and necessary clinical data is available and reviewed. Complete treatment plan within 15 days of admissions and all other regulatory due dates. Maintains confidential records according to established procedures including an electronic medical record system
6. Develops and implements outcome-oriented treatment plans. Monitor the comprehensive treatment plan for assigned residents. Monitor the dynamics and progress of the resident, and also the effectiveness of the child's treatment plan. Attend clinical meetings and treatment reviews as assigned by the Clinical Director. Update the treatment plan (goals, objectives, services) as appropriate quarterly. Assure treatment plan accurately reflects resident strengths, needs and progress. Documents delivery of treatment services and patient progress. Completes a Discharge Plan upon the completion of treatment

7. Collaborates as needed, with Clinic Staff, Human Service Professionals and other staff members to perform clinical assessments and to develop integrated comprehensive care plans. Share with cottage staff and other staff information vital to carrying out treatment plan for each resident assigned, through team meetings and individual conferences as needed. Lead the clinical team, the child, family or custodian, cottage staff and others in the development and implementation of the treatment plan for the assigned resident. Communicate effectively with all involved parties. Keep case workers, custodians, etc. informed and involved with the child's progress.
8. Provide individual, group and/or family counseling as appropriate to resident need. Coordinate scheduling and distribution to staff of times for individual and group therapy using electronic medical record. Coordinate the planning with others involved in arranging family visits, family therapy, and related services. Recommend the resident for home visits as appropriate.
9. Maintain a monthly minimum average of 25 billable hours. Maintain billable hour performance markers as communicated by the Clinical Director according to agency needs and/or needs of the residents. Keep a 40 hour work schedule as assigned by the Clinical Director to include weekends if assigned. Ensure that assigned residents are seen 2x per week if medically necessary.
10. Attend court hearings and panel reviews as assigned, and/ or prepare reports for the court and/or the requesting agency.
11. Complete progress note and other documentation within 7 days of occurrence or contact.
12. Communicate with and effectively utilize supervision from psychiatrist.
13. Provide professional back up as needed. Assist in crisis situations concerning resident, as needed, even if beyond regular working hours Serve week-end on call as assigned

#### ALL STAFF DUTIES

- Represent Murphy-Harpst Children's Centers, Inc. in a professional manner at all times.
- Maintain a direct line of communication with supervisor regarding all work.
- Keep informed of scheduled leaves, holidays, and other request and/or grievances.

- Work cooperatively with all staff and administration in seeing that the needs of the Agency are met and maintained.
- Comply with all agency policies and procedures.
- Attend meetings as requested.
- Maintain confidentiality requirements.
- Perform other duties as agreed upon and or assigned by the supervisor.

**PROFESSIONAL DEVELOPMENT**

- Complete all mandatory annual/bi-annual educational training.
- Complete all mandatory Core related trainings.

**ENVIRONMENT OF CARE**

- Participates in at least one fire drill per year.
- Takes corrective action and notifies supervisor/manager when unsafe conditions exist for residents or staff.
- Reports work related injuries immediately to supervisor.

I certify that I have reviewed and received a copy of my job description and reviewed each point with my direct supervisor

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date