**Clinical Therapist**

­­­­­­**Department**: Therapy **Job Status:** Full-time

**Reports to:** Clinical and Trauma Services Director **FLSA Status:** Exempt

**Positions Supervised:** None **Amount of Travel:** 10%

**Work Schedule:** 9AM-5PM Monday-Friday and as needed.

**POSITION SUMMARY:**

**Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

1. Conduct Individual and Family Therapy
2. 25-27 minimum weekly sessions (18.75-20.25 contact hours, depending on assigned assessments)
3. Optional: Facilitation or Co-facilitation of a therapy group, adjusting numbers accordingly
4. Meet minimum number of Iowa billable students per group as established with supervisor
5. Completion of LPHA Psychosocial assessments or reauthorizations as assigned each week
6. 2 assessments weekly on average (27 total weekly services minimum)
7. Completion of Managed Care Reviews as needed
8. Completion of Treatment Collaborations and Discharge Summaries
9. Completion of all required documentation within the necessary time frames
10. All notes turned in prior to Monday morning at 9:00am
11. Participate in weekly clinical team meetings
12. Abide by The Health Insurance Portability and Accountability Act of 1996 (42 USC & 201 et seq.)
13. All other duties as assigned

**POSITION QUALIFICATIONS:**

* Accountability - Ability to accept responsibility and account for his/her actions.
* Accuracy - Ability to perform work accurately and thoroughly.
* Communication, Oral - Ability to communicate effectively with others using the spoken word.
* Communication, Written - Ability to communicate in writing clearly and concisely.
* Detail Oriented - Ability to pay attention to the minute details of a project or task.
* Decision Making - Ability to make critical decisions while following company procedures.
* Interpersonal Relationships – Ability to develop a strong association among individuals that they are working with and communicate effectively with others, whether colleagues, customers or clients.
* Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
* Organized - Possessing the trait of being organized or following a systematic method of performing a task.
* Self-Development - Taking steps to better yourself, such as by learning new skills or improving current skills and recognizing and changing bad habits.
* Tactful - Ability to show consideration for and maintain good relations with others.
* Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

**Education/Experience:**  A master’s degree in social work or human services is required. Individual must have a license with the state of Iowa or meet requirements for temporary licensure while obtaining supervision.

**Other Skills:** Must maintain flexibility in a fast-paced changing environment.

**PHYSICAL DEMANDS**

|  |  |
| --- | --- |
| **Physical Demands** | **Lift/Carry** |
| |  |  | | --- | --- | | Stand | O (Occasionally) | | Walk | F (Frequently) | | Sit | O (Occasionally) | | Handling / Fingering | F (Frequently) | | Reach Outward | F (Frequently) | | Reach Above Shoulder | O (Occasionally) | | Climb | O (Occasionally) | | Crawl | N (Not Applicable) | | Squat or Kneel | O (Occasionally) | | Bend | O (Occasionally) | | |  |  | | --- | --- | | 10 lbs or less | F (Frequently) | | 11-20 lbs | O (Occasionally) | | 21-50 lbs | O (Occasionally) | | 51-100 lbs | O (Occasionally) | | Over 100 lbs | O (Occasionally) | |
| **Push/Pull** |
| |  |  | | --- | --- | | 12 lbs or less | O (Occasionally) | | 13-25 lbs | O (Occasionally) | | 26-40 lbs | O (Occasionally) | | 41-100 lbs | O (Occasionally) | |

|  |  |
| --- | --- |
| **N (Not Applicable)** | Activity is not applicable to this occupation. |
| **O (Occasionally)** | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| **F (Frequently)** | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| **C (Constantly)** | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

**Other Physical Requirements**

Vision (Near)

Sense of Sound (normal conversation and telephone)

It is an essential function of the job that staff be capable of participating in physical training activities and be able to physically perform Emergency Safety Interventions (ESIs) when necessary.

**WORK ENVIRONMENT**

The work environment is that which is typically found in a business office.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

**I have read & understand the contents of this job description as it relates to my job. I also verify, by signing this form, that I am physically able to perform all of the functions of my job. Your employment status will be contingent upon the results of a national criminal history record check to include fingerprints.**

Employee Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_