



**Position Title:** Therapist, Full-Time (Child, Family & Adult focus)

**Responsible To:** Clinical Site Supervisor

**Effective Date:** October 2020

**Position Summary:**

The Therapist position focuses on adult, child and family clients. This is a full-time position for a licensed clinical professional with experience working with children, families and adults in an outpatient therapy setting. The ideal candidate enjoys working with a variety of clients and has experience in a non-profit agency setting. The therapist will provide support and expertise in a personalized approach, with the commitment of helping our clients achieve their full potential. All client services are delivered with the vision and commitment of being the leader in providing social services and advocating for the most vulnerable and underserved in the greater St. Louis community.

**Job Requirements and Qualifications:**

Minimum Required Education:

Masters of Social Work (MSW) or Masters of Counseling (MA)

Minimum Required Experience:

Experience working with the population(s) served.

Licenses/Certifications:

LMSW or PLPC required

LCSW or LPC preferred

Preferred Experience:

2 + years' experience working with children, families and adults.

Experience working within a non-profit agency setting, meeting grant and public funding source requirements, insurance and Medicaid documentation standards, and accreditation standards.

Knowledge or experience working with substance abuse clients

Other Skills Required:

- Ability to work with a variety of clients who vary in age and in mental/behavioral health concerns
- Ability to effectively communicate information and ideas, both orally and in writing, with both clients, colleagues, grantors, funders, auditors and other collaborative agencies.
- Knowledge and understanding of clinical social work and mental health counseling principles, methods, procedures and standards. Ability to provide these services in an agency setting.
- Knowledge of therapeutic processes, and child and adolescent development.
- Fully competent in interviewing, psychosocial assessment, diagnosis, clinical and documentation skills.
- Knowledge of crisis intervention techniques.
- Trained and knowledgeable in play therapy, family therapy and behavioral issues.
- Ability to evaluate the progress of therapeutic plans and make individual modifications.
- Knowledge of community support services and resources.

- Knowledge of HIPAA and HITECH rules.
- Skilled in preparing and maintaining client documentation in an accurate and timely manner, in compliance with established audit and productivity standards.
- Skilled in using general office equipment, personal computers and medical records software used to document client treatment plans, progress and updates.
- Proficient in communicating effectively via email.
- Participate as a team member, collaborating with and providing excellent customer service to clients, funding sources, peers, other Provident employees, and other internal and external customers.
- Serve as a representative of Provident, displaying courtesy, tact, consideration and discretion in all interactions with Provident team members, clients, grantors, funders, auditors, and members of the general public.

**Supervisory Responsibilities:**

None

**Fiscal Responsibilities:**

Responsible for meeting productivity standards for the position.

**Working Conditions / Environment:**

At a minimum, must be available to work three evenings per week.

**Essential Duties and Responsibilities:**

- In a clinical non-profit agency setting, provides counseling to clients as appropriate to the situation and position; prepares treatment plans.
- Counsels clients in individual, couples, family or small group settings.
- Evaluates clients from a strength-based and client-focused perspective.
- Assesses client progress and modifies treatment plans accordingly; communicates with and counsels family members as appropriate.
- Completes specified client documentation in an accurate and timely manner, in compliance with established agency audit and productivity standards.
- Maintains a client case load consistent with agency requirements.
- Meets or exceeds productivity standards based on billable hours for the position.
- Participates and engages in supervision, staff and agency meetings.
- May need to work occasionally at different locations, based upon agency and client needs at various times.
- Participates, as requested, in agency-wide projects, planning, etc. Work cohesively with others in a team setting, providing the best possible service to not only our clients but also our internal customers and colleagues.
- Maintains strict adherence to all agency procedures, regulatory standards and professional ethics.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Provident Behavioral Health is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.