



## **JOB DESCRIPTION**

**Position:** **PROGRAM THERAPIST**

**Reports to:** **CLINICAL SUPERVISOR**

**Supervises:** **N/A**

**Position Status:** ☒ **Exempt** ☐ **Non-Exempt** ☐ **Supervisory** ☒ **Non-Supervisory**

**Work Schedule:** Work schedule coordinated with client availability and routine, training, supervision and/or administrative meetings.  
May require additional or alternate hours to complete the job

**Essential Functions:** The Program Therapist provides individual, family or group psychotherapy and coordinates assessment, treatment planning and progress with Clinical Services team, including collaboration with other Program Therapists and Clinical Services Advocates. This includes, but is not limited to: preparation for sessions, consultation with other Program Therapists and Clinical Services Advocates, professional and ethical facilitation of therapeutic sessions, timely completion of clinical documentation and active engagement in the supervision process. Program Therapists also contribute to program development, evaluation and Continuous Quality Improvement (CQI) activities and other program areas, as assigned by the Director of Clinical Services.

### **Specific Duties:**

1. Direct Clinical Services
  - a. Continued assessment of child, utilizing relevant psychiatric, medical, and developmental history as well as incorporating cultural considerations, family, school and community reports. Utilizing this information to make decisions regarding case formulation, diagnosis (per DSM-5), treatment objectives and/or to provide information and make appropriate referrals to other treatment resources with the agency or community.
  - b. Utilizing a client-centered, family-focused, strengths-based approach; clarify priority problems and goals for change, to assist client/family in developing appropriate expectations for treatment in relationship to the agency.
  - c. Use a variety of psychotherapeutic treatment approaches and interventions to change targeted behaviors and stabilize adaptive behaviors with children and their families.
  - d. Manage the termination process and discharge planning to enhance clients' abilities to retain treatment changes and/or use other available support services.
  - e. Maintain weekly billable hours and appropriate documentation as defined for this position.



- f. Complete mandated reporting to appropriate agencies utilizing a philosophy of open communication with the family about these mandated reports.
  - g. Conduct screenings and facilitate referrals to local hospitals and other agencies if a higher level of care is required to best serve the child's needs.
2. Client Information System
- a. Maintain appropriate professional files, including: comprehensive psychosocial assessments, diagnostic assessments, progress notes, measurable treatment plan goals and objectives, treatment summaries, discharge summaries, previous treatment records, clients' consent to current treatment and authorizations to release records.
  - b. Complete required administrative forms (Time sheets, Leave requests, Expense Vouchers).
  - c. Collect necessary information for billing and fee collection and bill for services on a daily basis.
  - d. Participate in quarterly Quality Improvement Peer Chart Audit to insure the quality of the records is maintained.
  - e. Provide necessary client information to other agencies or health care providers to coordinate services to identified clients, prevent duplication of services, and assure a unified treatment approach with families.
3. Training Activities and Professional Growth
- a. Supervisor and employee mutually identify professional goals to enhance job skills.
  - b. Meet with supervisor individually and in small team to complete weekly clinical supervision.
  - c. Participate in ongoing agency meetings, committees, and special projects to enhance professional expertise.
  - d. Complete all mandatory education requirements by specified deadlines.
  - e. Participate in required staff meetings and in-service meetings to keep abreast of agency policy and administrative procedures, meet requirements for continuing education, and upgrade professional knowledge.
4. Consulting and Networking
- a. Engage in appropriate team work functions to provide a professional working environment and effective service delivery.
  - b. Develop cooperative relationships outside the agency with CYFD, law enforcement, court clinic, schools, behavioral health providers and collateral contacts to assist the family in developing a comprehensive system of care.
5. Job Relationships
- a. Communicate directly to supervisor for clinical supervision, clarification of administrative policy, program evaluation to promote a professional working environment and effective service delivery system.
  - b. Communicate directly with supervisor or clinical director for all mandated reporting prior to reporting.
  - c. Adhere to AFCAC Policies and Procedures.
6. Other Responsibilities
- a. Respond to requests for service from the community and link to appropriate AFCAC programs or other community providers.



- b. Share information on agency philosophy, procedures, policies, and treatment modalities to help clients and the community clarify the role of AFCAC.
- c. Appear in court and other venues to represent the clinical services of All Faiths Children's Advocacy Center when mandated.
- d. Perform other duties as required by agency needs.

### **Knowledge, Skills and Abilities Preferred to Perform the Job:**

1. Knowledge and skills in the following areas:
  - a. Needs and identification of children and adults who have experienced trauma;
  - b. child development and individual and family functioning;
  - c. clinical behavioral health treatment of children, adolescents, and families;
  - d. working with hard-to-reach/engage individuals and families, and
  - e. collaborating with other disciplines and services.
2. Awareness and commitment to a best practice model that includes:
  - a. laws regarding mandated reporting of suspected abuse and neglect;
  - b. boundaries and appropriate responsibilities of our program and the child or adult protective authorities and
  - c. issues and responsibilities related to the "duty-to-warn."
3. Competence in a variety of clinical areas including:
  - a. methods of engagement;
  - b. methods of crisis prevention and intervention;
  - c. identification of medical needs or problems;
  - d. the organization's plans for dealing with medical or psychiatric emergencies;
  - e. knowledge of public assistance programs, eligibility requirements, and benefits;
  - f. skills in case advocacy;
  - g. use of community resources and knowledge of the community service delivery systems and
  - h. specific skills necessary to serve our target population.
4. Excellent written and verbal communication skills.
5. Awareness of, and sensitivity to, cultural and socio-economic characteristics of individuals and families.
6. Computer literacy and computer skills. Ability to do Telehealth therapy and operate an EHR system.
7. Valid Driver's License.
8. Ability to drive for work-related tasks as requested by your supervisor.

### **Education and Experience:**

#### **Required**

1. Current LCSW, LPCC, LMFT, LMSW, LMHC or other license accepted by the state of New Mexico for the provision of counseling or social work.



2. Requires completion of an accredited Bachelor's degree/Master's degree In Social Work or Counseling to be classified as an Intern; OR Provisional License issued by the State of New Mexico for counseling or social work.
3. Academic coursework or conference education related to various therapeutic modalities, bio-psychosocial functioning, strength-based assessment skills and intervention strategies. Recognition of the importance of a person-in-environment system perspective concerning social, economic and environmental factors in the development and resolution of personal and family problems.

### **Preferred**

1. Prefer Academic coursework or conference education regarding abused, neglected and traumatized children, adults and/or families.