



## KITM Therapist Position Description

**Reporting:** The position reports to the Director of Clinical Programs or Clinical Supervisor as assigned by the Director of Clinical Programs. Supervision toward licensure may be provided by another therapist as determined by the Supervisor.

**Education Level:** Master's degree in counseling, social work, clinical psychology, educational counseling or a related counseling specialty and equivalent degree.

**Licensure:** Must be working toward licensure as Licensed Clinical Social Worker, Licensed Professional Counselor, Licensed Marriage & Family Therapist, Licensed Psychologist or equivalent. Must achieve provisional licensure within six months of hire.

**Experience:** Minimum requirement of 1-2 years clinical experience providing therapeutic services for children and adults in individual, family and/or group settings. Experience may be part of a supervised Practicum Program.

**Responsibilities:** Responsibilities will be determined by the Supervisor and are subject to change. Responsibilities may include any or all of the following: Providing assessments, general counseling, educational, and support services for children, parents, and families experiencing divorce or trauma as follows:

### *Assessment*

- Thoughtful and thorough assessment of children, parents and families.
- Ensuring parents complete and sign all necessary paperwork.
- Involve both parents in communication about services during the intake process when possible.
- Provide appropriate recommendations to clients for ongoing services.
- Outcomes Measurement - Assure that all parents complete outcome measurement tools at the Initial Interview. Outcome measures should be discussed and used as a basis for goal setting.

### *Treatment*

- May include one or more of the following: Individual counseling for children; individual counseling for parents; group counseling for children; family counseling; blended family counseling; co-parenting counseling; consultations; treatment review sessions.
- Determine client services and goals through service plan agreed upon with family.
- Determine appropriate outcomes and indicators and track/assess/update throughout treatment.

### *Documentation*

Timely, complete and professional presentation of all documentation related to assigned clients including:

- Initial Assessment
- Supporting documentation including notes for all direct service sessions; telephone contacts; case-management contacts; collateral contacts; service plans; closings; as well as appropriate maintenance of the client file itself.
- Document client outcomes as directed.

### *Collaboration*

- Participate in individual and/or group supervision to process assessments and/or clinical cases / issues with supervisor.
- Attend and participate in scheduled clinical and general staff meetings.
- Make referrals for additional services as needed.
- Case-Management-
  - Confer with other KITM therapists regarding families with multiple therapists involved
  - Confer with out-of-agency professionals and other appropriate interested parties



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- If co-leading groups: plan, implement and facilitate the group with the graduate student intern.

### *Supervision*

- Participate in weekly supervision with the Supervisor or designee.
- If eligible, serve as Field Instructor for Graduate Student Intern as assigned.

### *Ongoing Learning*

- Continue to improve professional knowledge and skills.
- Remain current in CEU's for licensure.
- Obtain licensure

### *Speaking engagements*

- Provide professional presentations to the community and professional groups as requested by the Supervisor.

*Additional responsibilities as requested by the Director of Clinical Programs.*

### **Working Conditions and Physical Effort:**

- Work is normally performed in a typical inside office work environment.
- Average physical effort with some handling of light to medium weights such as supplies, office equipment on a periodic basis (10 – 30 pounds).
- May require sitting for long periods of time while working at a computer terminal.
- May require travel to schools, homes, or other community locations.