

## **OAKLAND FAMILY SERVICES**

Position Title:

**Outpatient Therapist**

**Day One**

*Non-Management Exempt Full-Time Salary*

### **RESPONSIBILITIES/ESSENTIAL FUNCTIONS**

The Outpatient Therapist in the Day One program assumes the responsibilities common to all direct service and administrative positions as described in the Agency Manual. The Outpatient Therapist is directly accountable to the Clinical Supervisor. The Outpatient Therapist will develop and use the various modalities of service offered by the Agency.

The following represents a summary of the major duties and responsibilities performed by incumbents in this position. Incumbents may be requested to perform related tasks other than those specifically presented.

### **SPECIFIC DUTIES/JOB EXPECTATIONS**

#### **Professional Practice**

- Provide treatment services including assessment, diagnosis, treatment planning and individual/family/group therapy to a diverse caseload of youth and adults (mental health, substance use or co-occurring) in accordance with agency needs.
- Provide services in the office or via tele-health, depending on the client's needs.
- Provide expected number of client contact units weekly. This number will be established by administration and may vary by therapist, depending on other duties assigned by the program. Scheduling more than the required units per week is expected.
- Expect to work at least 6 hours per week outside of normal business hours (9am-5pm, M-F), including two evenings per week, to accommodate school and work schedules.
- Obtain, analyze and evaluate case data; develop an understanding of the client's situation and develop goals and planned responses; carry out the treatment plan and/or review and update the treatment plan as new understandings emerge; analyze and evaluate the course and results of the treatment process.

- Provide referrals or assistance with the social determinants of health, including physical health, cultural, employment, educational, social or financial needs.
- Maintain clinical records in accordance with Agency, licensing, accreditation, Oakland Community Health Network (OCHN), Michigan Department of Health and Human Services (MDHHS) and insurance company standards and requirements. Maintain all records in the Electronic Medical Record (EMR) within timeframes required by OCHN and insurance companies.
- Actively coordinate cases with treatment team, psychiatric staff, peer specialists, school staff, probation, courts, protective services, OCHN, physicians and any other appropriate staff.
- Participate in professional development activities on a variety of clinical topics including evidence-based practices and interventions, based on caseload need and therapist interest.
- Participate in required trainings in accordance with the requirements of: state of Michigan licensure, funders, OCHN and the MDHHS Medicaid provider manual.
- Additional duties may include: supervision of interns, assignment to specific agency work sites; assignment to a special project or contract; provision of leadership to educational, counseling or volunteer groups; to work with community problems as interest and skill indicates; and other duties as assigned.
- Attend monthly site meetings, trainings and supervision scheduled. Attend specialized supervision groups (ie. for full licensure) as assigned by supervisor.

## **Administration**

- Perform the administrative tasks related to assigned caseload and other work assignments as required by the agency by effectively utilizing the various tools provided by the program and/or the electronic healthcare record system. This includes effective and efficient management of their individual caseload; completing documentation and responsibilities related to their caseload in adherence with the protocols outlined in the Outpatient Therapist Training Manual and by various funding sources.
- Provide assistance, support and leadership to other staff members through consulting, teaching and other means as appropriate, and to coordinate program activities when assigned to do so.

- Participates in community marketing events, including identifying and completing marketing, attendance at community events, participation in community boards and coalitions as deemed appropriate by supervisor.

## **QUALIFICATIONS**

- Successful completion of the requirements of a master's degree from an accredited school of social work or equivalent in related field such as psychology, social work, or guidance and counseling as appropriate to the needs of the position.
- State certification or licensure, commensurate with accrued experience and degree obtained. (LLMSW, LMSW, LLPC, LPC, TLLP, LLP, LLMFT, LMFT)
- Certified Advanced Alcohol and Drug Counselor (CAADC) credential, CAADC Development Plan or willingness to obtain development plan within two weeks of hire.
- Selected candidates for this position must possess a sensitivity to the diversity of the Agency's service population including (but not limited to) differences of culture, race, religion, gender, sexual orientation and socioeconomic characteristics.
- Special abilities, skills and credentials such as experience with trauma-informed care or use of evidence-based models, where positions have a major focus in the specialty area.
- Special abilities and skills necessary to perform the required tasks and that best meet the needs of the agency also will be considered. Particular standards above may be waived when compensating specifications or circumstances exist.