

# Job Description

**Position:** Family Therapist

**Department:** Youth and Family Services

**Reports to:** Clinical Manager

**Last Updated:** January 2018

## **Position Summary:**

Under the direction of the Clinical Manager, the Family Therapist position provides direct intervention to families. This position works to prevent juvenile delinquency, strengthen families and promote positive youth development by using resiliency based methods with a primary focus on improving interpersonal relationships by utilizing best practices for clinical family therapy. The Family Therapist also collaborates with Youth and Family Services Outreach and Prevention staff and community providers to assess the clinical needs of Township residents.

## **Essential Job Functions:**

- Oversee and maintain a full caseload (66 hours of direct practice per month) of outpatient family therapy cases that satisfy yearly departmental statistical expectations.
- Manage clientele caseloads effectively by identifying and addressing gaps in service utilizing best clinical practices
- Utilize the Department's intake and assessment practice on referred families through direct clinical interview.
- Complete all required documentation according to departmental standards, policies and procedures on a monthly basis.
- Provide school/community based groups at the elementary, middle and high schools in School District U-46.
- Develop and provide community education workshops on topics related to the needs of the community.
- Participate in one on one clinical supervision session weekly with the Clinical Manager and group supervision two times per month, following established protocol.
- Assist in administering the Family therapy fee collection policies with clientele with the assistance of clerical staff.
- Follow established departmental protocols concerning evaluation of practice
- Work cooperatively with Outreach and Prevention Services staff to develop and participate in programming.
- Attend and actively participate in department staff meetings and monthly consultations.
- Actively participate in the development, implementation and completion of yearly departmental goals.
- Follow the Department of Children and Family Services mandated reporting laws, and departmental protocol concerning expectations on reporting.
- Participate on community based planning committees as assigned.
- Maintain confidentiality per the Confidentiality Act of the State of Illinois.
- Attend and represent department at community events or fairs as directed.
- Responsible for some Township event planning and assists in coordinating interdepartmental events as requested.

## **Supervisory Responsibilities:**

- Provides general supervision to all assigned graduate and undergraduate interns.

## **Other Job Functions:**

- Performs all other duties as assigned by the Clinical Manager.

## **Required Knowledge, Skills, and Abilities:**

- Capacity to identify and manage multiple projects, programs and services in an efficient and effective manner.
- Patience in working with individuals that may have behavioral and mental limitations.
- Advanced knowledge of family treatment theories, positive youth development and clinical practice required.

- Skilled in framing presenting problems in a family context, using Family Systems, Systemic models.
- Self aware about transference and counter transference reactions and how to use these to improve treatment.
- Capacity to effectively manage strong emotions, mediate value conflicts and manage clinically complex cases.
- Familiarity with Social Work best practices and theories.
- Ability to clearly convey instructions to employees or team. Capable of speaking clearly and effectively before groups of people and answering questions appropriately.
- Ability to read, research, and analyze periodicals, professional journals and government laws and regulations.
- Ability to maintain effective professional relationships with elected officials, staff, residents, parents, and vendors.
- Ability to interface effectively with diverse populations, including ethnicity, education, and socioeconomic backgrounds and read multiple environments.

### **Education, Experience, and Computer Skills:**

- MSW, M.A. or M.S. in Counseling Psychology, Clinical Psychology or Marriage and Family Therapy or related field.
- Entry-level Family Therapist –
  - LSW or LPC in good standing preferred.
  - Two years post-Masters clinical experience in the provision of therapeutic services to youth and families preferred.
  - Must obtain LCSW/LCPC licensure within 6 months of eligibility
- Bi-lingual Family Therapist –
  - LSW or LPC in good standing preferred.
  - Two years post-Masters clinical experience in the provision of therapeutic services to youth and families.
  - Fluent, both spoken and written, in Spanish and English.
  - Must obtain LCSW/LCPC licensure within 6 months of eligibility
- Senior Family Therapist –
  - Clinical license (LCSW, LCPC) required.
  - Five years employed within the department as a family therapist and recommendation by the Clinical Manager and the Department Director.
  - Additional responsibilities include providing clinical coverage for the department, supervision to clinical interns, assisting with the internship-training program, and participation on community based planning committees.
- Equivalent combination of education and experience.
- A valid driver's license is required.
- Proficient in Microsoft Office applications including, but not limited to Word, PowerPoint and Excel.
- Ability to use and manage an electronic medical records system.

### **Special Requirements:**

- Willingness to work regular evenings and occasional weekends.

### **Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with reasonable accommodations.*

- The position requires the physical capacity to both listen and speak effectively to clients.
- Must be able to walk, stand, sit, use fingers in a repetitive motion, twist and turn for long periods of time.
- The position may require some light lifting, pulling, pushing and carrying of up to 50 pounds.

### **Environmental Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with reasonable accommodations.*

- This position is primarily executed indoors. However, it may require contact with outdoor weather at special event activity.
- Contact with low noise levels common in an indoor working environment. Moderate to high noise levels may be experienced during certain activities.