



Job Description

Position: Therapist (Part-time)

Department: Department of Aging Services

Reports to: Social Services Manager

Last Updated: September 2020

Position Summary:

Under the direction of the Social Services Manager, the Therapist is responsible for providing direct outpatient therapy to older adults in Hanover Township as part of the Communities Helping Others Persevere Everyday (C-HOPE) program. The C-HOPE program is a collaboration between Hanover Township Aging Services, AMITA Health Behavioral Medicine, Hanover Township Youth and Family Services and the Hanover Township Mental Health Board. The Therapist will provide mental health evaluations, individual or group counseling, crisis intervention, case management, and interface with other providers as warranted by client needs. The Therapist will participate in one-on-one clinical supervision twice per month with the Hanover Township Youth and Family Services Clinical Manager. The Therapist will also coordinate presentations for the community on mental health topics. This position reports directly to the Social Services Manager for administrative supervision. This position is grant funded.

Responsibilities:

- Oversee and maintain a full caseload (32 hours of direct practice per month) of therapy cases that satisfy yearly departmental statistical expectations.
- Manage clientele caseloads in an effective manner by identifying and addressing gaps in service utilizing best clinical practices.
- Facilitate on-going support group meetings as client need demands.
- Complete all required documentation according to standard departmental procedures on a weekly basis.
- Participate in one-on-one clinical supervision session twice monthly with the Clinical Manager, as well as regular meetings with the Social Services Manager as warranted.
- Attend and actively participate in monthly consultations with the Clinical Manager.
- Actively participate in the development, implementation, and completion of yearly department goals.
- Follow established department protocols concerning evaluation of practice.
- Follow the Adult Protective Services mandated reporting laws, the Child Abuse and Neglect Reporting Act and departmental protocol concerning expectation of proper preparation of reports.
- Maintain confidentiality per the Confidentiality Act of the State of Illinois.
- Establish a practice focus that utilizes a systemic, strength-based perspective appropriate for the older adult population

Supervisory Responsibilities:

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

Other Job Functions:

- Performs all other duties as assigned by Social Services Manager or Youth and Family Services Clinical Manager.

Required Knowledge, Skills, and Abilities:

- Patience in working with mature adults who may have limitations of hearing, eyesight, mobility, or cognition, as well as behavioral and mental limitations.
- Advanced knowledge and experience in treatment theories and clinical practice required.
- Self aware about transference and counter transference reactions and how to use these to improve treatment.
- Capacity to manage emotions and mediate value conflicts effectively, as well as effectively manage clinically complex cases.
- Must possess excellent communication skills and lead constructive conversations.
- Familiarity with Social Work or American Counseling Association best practices and theories.
- Ability to convey instructions clearly to employees or team. Capable of speaking clearly and effectively before groups of clients and answering questions appropriately.
- Willingness to coordinate presentations and present to older adults on related mental health topics.
- Ability to read, research, and analyze periodicals, professional journals, and government laws and regulations.
- Ability to create and edit reports and correspondence from varied source material using appropriate style and format.
- Ability to maintain effective professional relationships with elected officials, staff, residents and vendors.
- Ability to interface effectively with diverse populations, including ethnicity, education, and socioeconomic backgrounds.
- Ability to adapt to the changing needs of the department as they arise.

Education, Experience, and Computer Skills:

- MSW, MA, or MS in Counseling Psychology, Clinical Psychology or related field required.
- Must obtain LCSW/LCPC licensure within 6 months of eligibility.
- Two years post-Masters clinical experience in the provision of therapeutic services to older adults preferred.
- Equivalent combination of education and experience.
- Proficient in Microsoft Office applications including, but not limited to, Word, PowerPoint, Excel, and Outlook, as well as knowledge of clientele database management.
- Ability to use and manage an electronic medical records system.

Special Requirements:

- None

Physical Demands:

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

- This position requires the physical capacity to both listen and speak effectively to clients.
- Must be able to sit, walk, stand, 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 20 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 participation.
- Contact with low noise levels common in an indoor working environment. Moderate noise levels may be experienced during certain activities.