



Job Description

Job Title: Outpatient Therapist – Campus for Hope

Position Supervisor: Short-Term Residential Program Director

Pay Grade: Full-time, exempt (salary), includes benefits

Job Summary: Provides therapy/counseling/education services for individuals enrolled in the outpatient treatment program. Conducts initial evaluations, discharge planning and follows along post-discharge. Works cooperatively with the treatment team to develop an individualized treatment plan, in collaboration with each individual. Updates the treatment plan in response to changes in the individual's preferences, needs, strengths, etc. and documents each contact to the electronic health record. Functions as a clinical member of the multidisciplinary treatment team.

Essential Functions:

1. Regularly attends scheduled shifts. **No more than 8 unplanned absences per year (KPI).**
2. Provide individual, family, and/or group therapy for program participants.
3. Respond to crisis situations and make appropriate interventions.
4. Conduct comprehensive assessment of psychiatric history, mental status, and diagnosis; use of drugs or alcohol; education and employment; social development and functioning; activities of daily living (i.e. self care, living situation, nutrition, money management); and family structure and relationships. **Comprehensive Assessment due within 2 business days of date of service (KPI). Safety Plan to be completed within first 2 visits (KPI).**
5. Take the lead role and/or participate in providing substance use and treatment services. **Conduct outreach within 2 months of inactivity (KPI)**
6. Participate in team meetings, including programming and multidisciplinary team meetings
7. Complete all necessary outcomes measures, billing documents and contact notes within parameters set by program/agency guidelines. **Treatment Plan completed within first 3 visits (KPI). Contact note to be completed within 24 hours of session (KPI).**

Other Job Functions/expectations:

1. Participate as a team member. **Works cooperatively with others (KPI)**
2. **Demonstrate positive attitude toward clients, staff and agency (KPI).**
3. Complete all assigned tasks in a timely manner. **Uses work time efficiently and effectively (KPI).**
4. Maintain required caseload and/or other service goals.
5. **Maintain Compliance with agency trainings/certifications (CPR, NCI, etc) (KPI)**
6. **Maintain timely completion and compliance with Relias Learning coursework (KPI)**
7. **Attend 8 All Staff Meetings annually (KPI)**
8. **Maintain compliance with licensure by acquiring appropriate CEU's (KPI)**
9. Participate in assigned committee(s); regularly attend committee meetings



Required Skills:

1. Effective listening.
2. **Excellent written and verbal communication (KPI).**
3. Promptness and flexibility.

Educational/Experience Requirements:

1. Master's degree in Counseling, Social Work, Psychology or related field.
2. Experience in providing therapy for persons with SPMI/substance use diagnoses
3. Experience working with persons from diverse backgrounds.

Licensing or other requirements:

1. LMHP/LIMHP or LCSW/LICSW
2. LADC (provisional licenses will be considered)
3. Must be at least 21 years of age.

Demonstrated Competencies:

1. Adaptability: Adapts to change, open to new ideas and responsibilities
2. Communications: Communicates well (written and verbal), delivers presentations, has good listening skills
3. Dependability: Meets deadlines, works independently, accountable, maintains focus, punctual, good attendance record
4. Ethics: Honest, accountable, maintains confidentiality
5. Sense of Urgency: Meets deadlines, establishes appropriate priority, gets the job done in a timely manner
6. Interpersonal Skills: Builds strong relationships, is flexible/adaptable, works well with others, solicits feedback
7. Teamwork: Accountable to team, works to meet established deliverables, appreciates view of team members, respectful

*** CenterPointe reserves the right to modify, interpret, or apply this job description in any way the agency desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is NOT an employment contract, implied or otherwise. The employment relationship remains "AT-WILL." The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals***