

Posted 2/24/17

**KENNETH YOUNG CENTER
HUMAN RESOURCES**

POSITION DESCRIPTION & POSTING

BILINGUAL CHILD & ADOLESCENT THERAPIST

Job Scope: Child & Adolescent Therapists provide behavioral health services in an outpatient community based program serving individuals ages 3-24 years old and their families. Therapists will engage client/ families in treatment planning and motivational enhancement while planning evidence based services to most effectively attain the client's/ family's clinical goals. Specific team assignments and duties will be determined based on clinical expertise, experience, interest and credentials.

Essential Functions: The work environment characteristics, responsibilities, and competencies described here are representative of those an employee encounters and is required to perform while meeting the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I. Primary Responsibilities

- A. Provide initial screenings and mental health assessments that identify service needs and recommend options for care
- B. Share assessment findings with clients and their families
- C. Involve client and their families in the development of treatment plan goals, objectives and interventions that address their assessed behavioral health needs
- D. Provide individual, family and group therapy services
- E. Provide case management services to assist clients and their families with access to needed benefits and services
- F. Provide coordinated care by initiating or participating in client centered consultation with other internal and external providers involved in care or services
- G. Reassess and review treatment progress with clients and their families at proscribed intervals
- H. Assist in establishing effective communication between the Center, other social agencies serving clients, and the community

II. Performance Requirements

- A. Work cooperatively with Child & Adolescent Services team members to assure clients timely access to quality services
- B. Meet agency quality and compliance standard by accurately completing clinical documentation and service reporting in a timely manner
- C. Meet or exceed service productivity target
- D. Implement evidenced based practices to ensure use of effective and efficient treatment that best address client needs
- E. Participation in Staff training and development seminars

- F. Working cooperatively with other Center teams and programs to maintain smooth continuity of care when cases are shared across teams
- G. Become familiar with and utilization of outside resources as needed to provide comprehensive services to clients
- H. Participate in clinical supervision with Manager and in regular performance appraisals as directed

III. General Competencies

- A. Promote positive image of KYC with all contacts (customers)
- B. Exhibit high quality work
- C. Be a productive member of the staff
- D. Demonstrate cooperation
- E. Take the initiative to act on own
- F. Use excellent judgment
- G. Communicate clearly
- H. Make use of supervision
- I. Contribute to development of a culture of care

IV. Core Competencies

- A. Complete comprehensive behavioral health evaluations and assessments
- B. Provide treatment/care planning and coordination
- C. Provide treatment/care services
- D. Provide referral and transition services including linkage and discharge planning
- F. Fluency in Spanish

V. Special Competencies

- A. Demonstrate knowledge of child, adolescent and young adult development and emotional disorders
- B. Demonstrate knowledge of Family Systems assessments, differential treatment approaches and interventions including intensive case management services
- C. Demonstrate knowledge of documentation standards and capacity to meet documentation expectations
- D. Provide treatment services within a Wraparound context involving multiple system planning and coordination

VI. Education and Experience

- A. Masters degree from an accredited college or University in Counseling, Social Work, Psychology or closely related discipline required
- B. Must have supervised experience in providing counseling and/or psychotherapy services
- C. Must demonstrate knowledge in the areas of diagnostic assessment, long and short term treatment, family systems theory and group treatment
- D. Must have basic computer and keyboarding skills

VII. Travel Requirements

- A. While performing the duties of this position, the employee may need to travel by automobile between sites for supervision and/or all staff meetings.

- B. While conducting external KYC business or traveling between sites, the employee may be exposed to fumes or airborne particles as well as changing weather and road conditions.
- C. Employee will be required to drive rarely if at all.

VIII. Work Environment

- A. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

IX. Physical Demands

- A. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.
- B. While performing the duties of this job, the employee is regularly required to talk or hear, use eyes to see and scan the environment
- C. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms; bend or stoop as necessary.
- D. Employee is occasionally required to carry, move, or transport health records or other objects weighing as much as 25lbs while conducting group and individual therapy sessions.

X. Chain of Authority

- A. Reports to the Manager of Behavioral Health Child & Adolescent Services

XI. Schedule/Time Keeping/Time-Off

- A. Exempt, Full-Time, 37.5 hour work week
- B. Must work a flexible schedule in response to the needs of the target population served, including evening and Saturday hours.
- C. Time Keeping – Accurately record hours worked in the electronic timekeeping system (on a daily basis when possible) in accordance with the timekeeping policy and practice.

Kenneth Young Center is an Equal Opportunity Employer

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Kenneth Young Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Kenneth Young Center complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Kenneth Young Center expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Kenneth Young Center's employees to perform their job duties may result in discipline up to and including discharge.