

**SUNRISE CHILDREN'S SERVICES  
JOB DESCRIPTION**

**JOB TITLE:** Family Services Division Therapist

**DIVISION:** BHSO-Community Based

**REPORTS TO:** Family Services Division Clinical Supervisor

**GRADE:** F (Exempt) **EEO:** 2

**Effective Date:** 03/01/2018

**PRIMARY FUNCTION & SCOPE OF SERVICE:** Provides treatment/counseling services weekly to clients and their families in compliance with all applicable directives, including but not limited to all current and thereafter amended federal, state and local standards, guidelines and regulations required.

**KEY RESPONSIBILITIES & DUTIES:** The responsibilities and duties for this position include, **but are not limited** to the following:

- Provides individual, group, and family counseling in the home, school, community, or a combination thereof at the daily/weekly billable rates established by Sunrise.
- Completes all assessments and supporting documentation connected to every case assigned to them in an accurate and timely manner within agency guidelines.
- Formulates a comprehensive assessment of client/family needs, including diagnosis, interventions, and noted progress level as part of treatment planning for each client and/or family assigned to their case load.
- Maintains proper files/records on each assigned client and/or family receiving services as required by the funding source and accreditation/regulatory bodies.
- Completes all case supporting documentation and quality assurance documentation in an accurate and timely manner as required.
- Actively submits to and participates in regular supervisory contact as requested by supervisors and licensing boards.
- Maintains appropriate amount and quality of either continuing education or training as required by licensing boards or Sunrise policy
- Maintains a positive, productive, working relationship with all members of the Sunrise staff, clients served, and community partners.
- Manages the risk inherent with the responsibilities of the position.
- Other duties as assigned.

**QUALIFICATIONS**

- § **Interpersonal Skills:** Good oral and basic written communication ability and the ability to communicate effectively with the public and with co-workers.
- **Education:** Graduate of an accredited graduate program in counseling or social work and hold a current license as a LCSW, LMFT, or LPCC preferred (associate level will be considered). A Family Service's therapist must possess a graduate degree in a human services field as regulated by Section Four of 902 KAR 20:430. **Independent level of professional clinical credentials required.**
- **Experience:** Job related training/work experience in a managed care environment with specific work experience in a care management system which incorporated service planning, clinical pathways, discharge planning, and case management methodologies is desired.
- § **Skill:** Understands and applies basic child and adolescent development principles. Knowledge of standardized, but moderately complex policies, procedures and/or operations/programs requiring training and experience. Utilize evidence-based theoretical interventions in treatment of clients. Ability to organize moderately complex tasks and analyze complex issues. Ability to use basic computer skills for record documentation and organization communication.
- § **Creativity:** Ability to generate imaginative work or ideas which affect moderately complex activities

within his/her work group, programs or department; and the ability to conceptualize the implementation thereof.

- \$ **Responsibility:** Significant impact on quality and efficiency of services or operation of agency or revenues/expenses. Permitted to make decisions on moderately complex problems/issues. Many people at this level are on call 24 hours a day, 7 days a week.
- \$ **Supervision:** Assists upper management with the supervision of staff as requested. Will follow appropriate clinical supervision guidelines according to licensure obtained. Will actively participate in clinical staffing meetings upon director's request.
- \$ **Other:** Must be able to travel; ability to drive unassisted statewide is required as necessary. Must maintain a valid driver's license.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to sit and use hands to finger, handle or feel objects or tools; and to reach with hands and arms.

I have reviewed, understand and have received a copy of the job description.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Employee Signature