

**SUNRISE CHILDREN'S SERVICES  
JOB POSTING**

**LOCATIONS:** Danville, Madisonville, Owensboro, and Pikeville

**CONTACTS:** Stephanie Brewster, Jessica Wigginton, Renita Tackett, and Cori Douglas

***Full and PRN Positions***

**JOB TITLE:** Family Services Division Therapists

**DIVISION:** BHSO-Community Based

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

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

**Effective Date:** 08/01/2014

**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 and family counseling as indicated according to the treatment plan, either in home, school or community. ***The minimum billable hours for a full-time therapist are 305 units per month.***
- Formulates a comprehensive assessment of client/family needs, including diagnosis, interventions, and noted progress level as part of treatment planning for each child and/or family assigned to their case load.
- Ensures accurate and timely documentation of all records and files. Maintains proper files/records on each child and/or family receiving therapy as required by the funding source and submits this documentation as directed by their supervisor.
- Completes all assessments and supporting documentation connected to every case assigned to them in an accurate and timely manner within agency guidelines.
- Maintains a positive, productive, working relationship with other members of the staff, families served and community partners.
- Assists in family-oriented program development and fulfills assigned role as directed by supervisor.
- Manages the risk inherent with the responsibilities of the position.
- Provide training to other agency staff on family treatment issues as requested.
- Maintains appropriate amount and quality of either continuing education or training as required by licensing boards or policy.
- Actively submit to and participate in supervisory contact as requested by supervisors.
- 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:** Master's degree in a human services field, including:  
Social work; Sociology; Psychology; Guidance and counseling; Education; Religion;  
Business administration; Criminal justice; Public administration; Childcare administration;  
Christian education; Divinity; Pastoral counseling; or Nursing

**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