

# LUMIERE HEALING CENTER

## JOB POSITION DESCRIPTIONS

EMPLOYEE NAME: \_\_\_\_\_ DATE OF HIRE: \_\_\_\_\_

<b>POSITION:</b>	Clinical Therapist
<b>RESPONSIBLE TO:</b>	Clinical Director
<b>SUPERVISED BY:</b>	Clinical Director
<b>POSITION/INDIVIDUALS SUPERVISED:</b>	None
<b>INTERRELATIONSHIPS:</b>	Maintains open communication lines with facility staff, attending clinicians and physicians, clients and families. Liaisons with community agencies, vendors, and payors of health services.
<b>POSITION PURPOSE:</b>	
The Clinical Therapist is responsible for performing a wide variety of Patient care activities as directed by the attending physician, Medical Director and Clinical Director. He/she will be responsible for Patient caseload and will provide group, individual, and family therapy. Will conduct psychosocial and bio-psychosocial assessments. Collaborates with the Treatment Team to formulate the Master Treatment Plan, and assists in coordinating discharge planning. Has primary responsibility for maintaining communication with the referral source and other services provided as needed.	
<b>POSITION REQUIREMENTS/QUALIFICATIONS</b>	
<b>1. EDUCATION:</b>	Minimum of Associate's or Bachelor's Degree from an accredited college or university with LCDC II or LCDC III, LSW, or LPC required.
<b>2. EXPERIENCE:</b>	A minimum of 2 years' experience in chemical dependency - psychiatric setting.
<b>3. LICENSURE/CERTIFICATION:</b>	Licensed, Licensed Intern, or Certified by the State preferred. Master's level education may be substituted for licensure. CPR certification preferred.
<b>4. KNOWLEDGE AND TRAINING REQUIRED AT TIME OF HIRE:</b>	Knowledge of the Principles and Practices of the discipline. Knowledge of Joint Commission Standards. Demonstrates Proficiency in Communication & Written skills.



**7. POTENTIAL WORKPLACE VIOLENCE:**

Medium/High Risk Level

## SPECIFIC AREAS OF RESPONSIBILITY TO POSITION

1. Actively participates in Interdisciplinary Treatment Plan meetings.
2. Shares pertinent information with team as obtained from client's family, or others as indicated throughout program.
3. Attends daily and weekly staffing meetings per schedule.
4. Evaluates the impact of therapeutic interventions upon the therapeutic milieu.
5. Facilitates group therapy.
6. Performs individual therapy with client/family.
7. Documents the assessment of client progress/regress and interventions provided in the medical record, on an ongoing basis.
8. Recognizes, responds to and assists in psychiatric crisis situations and provide the intervention necessary.
9. Responds and assists in medical emergency situations as directed and needed.
10. Communicates effectively with client, staff and physician.
11. Provides clients with education and instruction on Advance Directives.
12. Attends and participates in monthly Program Staff meeting as scheduled by Lead Therapist.
13. Adheres to policies and procedures.
14. Performs other duties assigned.
15. Review assessments from referring facilities and note problems/issues that require further attention
16. Contact referral source and other key individuals to gather additional information as necessary
17. Gather comprehensive diagnostic information through psychosocial assessment interview
18. Develop an Integrated Summary, bringing together information from all assessments to identify problem areas that may affect treatment and/or need to be addressed in treatment planning
19. Develop a comprehensive problem list that reflects Patient's individual issues as described in the assessments and Integrated Summary
20. Present psychosocial and diagnostic information to treatment team in a clear, concise manner
21. During first session with Patient, review initial treatment plan, including case management issues and be sure that Patient and staff assignments and responsibilities are understood and in progress
22. Formulate a comprehensive treatment plan with Patient that effectively addresses Patient issues and is completed within established time frames
23. Develop clearly stated treatment goals and objectives that are measurable
24. Develop interventions that will accomplish goals and objectives and state the planned frequency of interventions
25. Participate effectively in multidisciplinary treatment plan reviews, demonstrating adequate preparation and understanding of Patient issues, progress, areas of resistance, positive and negative strategies, etc.
26. Document the Patient's progress accurately as it relates to treatment goals and objectives
27. Continue treatment planning process throughout Patient's stay in treatment, opening new problems and developing or revising treatment plans as necessary
28. Assist Patients in gaining group process skills
29. Track Patient's clinical problems in group
30. Address problem behaviors
31. Utilize experiential techniques effectively
32. Create atmosphere in which self-disclosure is facilitated
33. Conduct educational groups (lectures/videos/discussions) effectively
34. Adhere to time schedules
35. Provide individual counseling to Patients at least one (1) times per week
36. Assist Patients gain insight into problems
37. Assist Patients in understand treatment goals

38. Give Patient a clear picture of where he/she stands with regard to progress toward recovery as seen by the therapist and the multidisciplinary treatment team
39. Enforce program rules and regulations in a firm but fair manner
40. Confront counter-productive behavior appropriately
41. Bond with Patients and elicit respect
42. Adapt to different types of Patients
43. Identify Patient strengths and weaknesses
44. Maintain healthy boundaries
45. Understand and apply the program's clinical philosophy
46. Maintain regular contact and open communication with families
47. Assist families in identifying the problems and issues they need to work on
48. Assist families in finding resources to help themselves
49. Link Patient with internal and external resources as needed to meet Patient needs
50. Maintain contact with referral source and other key individuals
51. Assist Patient in managing outside stressors (legal, financial, vocational, etc.) according to the best interests of the Patient's progress in recovery
52. Demonstrate good strategic and problem-solving skills
53. Be effective in finding needed resources
54. Maintain clinical records according to program policies and those of licensing and accrediting agencies
55. Ensure that documentation is timely, consistent, clear and articulate
56. Keep clinical records secure at all times
57. Use good clinical judgment in moving Patient through treatment levels
58. Prepare Patient to maintain recovery post-discharge
59. Develop a discharge plan that meets Patient needs for ongoing support
60. Accept and utilize supervision
61. Address problems noted by supervisor
62. Communicate with supervisor and keep supervisor informed of significant case developments
63. Demonstrate willingness to accept responsibility
64. Participate in Quality Improvement activities and contribute to the welfare of the organization
65. Pursue professional development through participation in education and training programs
66. Have good work habits: get things done in a timely, efficient manner
67. Function well as a team member and contribute positively to the morale of staff
68. Maintain good communication

### **CERTIFICATION OF RECEIPT AND UNDERSTANDING**

I hereby certify that I have reviewed a complete copy of my position description and workplace environment and understand my duties, responsibilities and workplace environment as described in the job description. I agree to perform the duties herein.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature & Title

\_\_\_\_\_  
Date