



## CLINICAL THERAPIST I/II

Classification specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications *may not include all* duties performed by individuals within a classification. In addition, specifications are intended to outline the *minimum* qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

**FLSA STATUS:** Exempt

### **DEFINITION:**

Under general supervision (Clinical Therapist I) or direction (Clinical Therapist II), provides behavioral health clinical intervention and recovery services to assigned clients and their families; develops treatment plans and performs individual, group, and family psychotherapeutic counseling, routine and emergency assessment, crisis intervention, and related treatment services; manages an assigned caseload of adults, juveniles, and/or children; provides consultation to other staff, programs, and agencies related to treatment needs and plans; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives clinical and general supervision (Clinical Therapist I) or direction (Clinical Therapist II) from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **DISTINGUISHING CHARACTERISTICS:**

Clinical Therapist I: This is the unlicensed, entry-level classification in the Clinical Therapist series. Initially under close supervision, incumbents learn and perform routine professional psychotherapy and case management duties while learning Authority policies and procedures. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Clinical Therapist II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Clinical Therapist II: This is the licensed, journey-level classification in the Clinical Therapist series. Positions at this level are distinguished from the Clinical Therapist I by professional licensure, and the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Clinical Therapist series are flexibly staffed; positions at the Clinical Therapist II level are normally filled by advancement from the Clinical Therapist I level; progression to the Clinical Therapist II level is dependent on (i) management affirmation that the position is

performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Clinical Therapist II level.

**EXAMPLES OF ESSENTIAL DUTIES:** Essential duties include, but are not limited to, the following:

*Positions at the Clinical Therapist I level may perform some of these duties and responsibilities in a learning capacity.*

- Provides individual, group, and family interventions, rehabilitation, and treatment services including counseling, therapy, case management, and referral and linkage to community services to a variety of clients including high acuity clients.
- Within scope of authority, assesses, diagnoses, and treats a variety of clients with mental health disorders; collaborates with clients and creates individualized treatments plans according to client's needs and circumstances.
- Initiates and conducts individual, group, and family counseling and biopsychosocial therapy sessions utilizing a variety of techniques and modalities; provides case management services in the office and in the field.
- Performs routine and emergency intake evaluations according to Authority procedure; completes appropriate forms and documents relating to the intake process; and prepares medical and demographic case history for use in diagnosis.
- Assists clients and family members in understanding behavioral health diagnosis, contributing factors/causes, effects, prognosis, rehabilitation, and treatment.
- Works with clients to address stressors and barriers to treatment and/or social functioning; identifies and focuses on client strengths and personal resources to effectively engage and treat client.
- Performs crisis intervention for clients and walk-in non-clients; evaluates individuals to identify level of stable behavior; provides support and assistance in problem resolution; coordinates or arranges for the provision of appropriate care services; and places holds as necessary within scope of authority.
- Attends and participates in a variety of meetings, staff trainings, utilization and peer review activities, clinical supervision and case consultation, and public information and education functions.
- As a member of a multidisciplinary treatment team, provides critical clinical input related to client diagnosis and recommended treatment; presents findings and clinical observations; and makes recommendations for additional services.

- Maintains and submits accurate, detailed, and thorough documentation, case records, and notes of all billable and non-billable activities and services related to client care; completes necessary documentation for billing purposes.
- Provides resources and referrals to address basic needs and other barriers to wellness and recovery including food, housing, clothing, transportation, and other financial resources.
- Maintains client confidentiality in compliance with all Health Insurance Portability and Accountability (HIPAA) regulations.
- Observes and complies with all Authority and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

## **QUALIFICATIONS:**

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential duties of the position is qualifying. The incumbents will possess the most desirable combination of education, training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

### **Education and Experience**

#### Education:

- Clinical Therapist I/II: Equivalent to a master's degree from an accredited college or university with major coursework in social work, psychology, counseling, marriage and family therapy, or a related field.

#### Experience:

- Clinical Therapist I: One (1) year of experience providing professional counseling/therapy services in a behavioral health setting.
- Clinical Therapist II: Two (2) years of experience providing professional counseling/therapy services in a behavioral health setting.

### **Licenses and Certifications**

- Clinical Therapist I: Possession of valid registration as an Associate Clinical Social Worker (ACSW), Associate Marriage and Family Therapist (AMFT), or Associate Professional Clinical Counselor (APCC) issued by the California Board of Behavioral Sciences (BBS), to be maintained throughout employment.
- Clinical Therapist II: Possession of valid licensure as a Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (LMFT), or Licensed Professional Clinical Counselor (LPCC) issued by the California Board of Behavioral Sciences (BBS), to be maintained throughout employment.
- Clinical Therapist I/II: Possession of a valid California Driver's License, a satisfactory driving record, and a properly registered and insured vehicle, to be maintained throughout employment.

## **Knowledge of:**

*Positions at the Clinical Therapist I level may exercise some of these knowledge and abilities statements in a learning capacity.*

- Operations, services, and activities of a comprehensive behavioral health program which encompasses adult, juvenile, and children's services.
- Principles, methods, and techniques of clinical diagnosis, assessment, and treatment of behavioral health disorders and illness.
- Short- and long-term therapeutic methods.
- Principles and practices of direct client service delivery.
- Application of counseling and psychotherapeutic techniques to identify and remediate cognitive, mental, and emotional issues in adults, juveniles, and children.
- Principles and practices of clinical casework.
- Case management principles, practices, and processes related to the assessment, care, treatment, and documentation of individuals with behavioral disorders.
- Theories, principles, and practices of group and individual counseling and therapies.
- Latest trends and research in the diagnosis and treatment of behavioral health disorders.
- Principles of behavioral health education.
- Principles of crisis intervention.
- Characteristics of familial and social relationships, family, and group dynamics, and understanding of the biopsychosocial aspects in the treatment and management of behavioral health disorders.
- Cultural, social, and environmental factors and influences affecting behavioral health.
- Community and governmental services and resources.
- Basic needs and challenges for individuals and families accessing behavioral health services, including cultural barriers.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility, including the Health Insurance Portability and Accountability Act (HIPAA).
- Authority and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, interacting, and effectively dealing with the public, community-based organizations and service providers, stakeholders, and Authority staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

## **Ability to:**

- Provide professional behavioral health clinical intervention, recovery, and case management services to a variety of clients in the office and in the field.
- Conduct individual, group, and family counseling/therapy sessions to clinically assess, diagnose, and treat clients.

- Develop and implement treatment plans and monitor the progress of clients toward established goals.
- Understand and apply criteria for various diagnoses.
- Utilize evidence-based interventions.
- Analyze client behavior and apply appropriate treatment techniques in a coordinated care, social rehabilitation, and recovery model focused environment.
- Develop and maintain the confidence and cooperation of clients to secure pertinent information and to effectively deliver services.
- Understand scope of authority in making independent decisions.
- Coordinate with internal and external treatment team members.
- Effectively utilize community resources to assist clients.
- Listen attentively to clients and address their needs and issues fairly and professionally.
- Work well with and provide services to a variety of clients in various stages of behavioral health illness/treatment; maintain appropriate boundaries, identify and nurture strengths, and support their right to make independent decisions as appropriate.
- Perform crisis intervention, respond promptly to client emergency situations and take effective action within scope of authority.
- Prepare clear and concise correspondence, client case documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Maintain Service Standard Hours according to policy.
- Maintain the confidentiality of client information.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with clients, their families, Authority staff, and the behavioral health community.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

### **PHYSICAL DEMANDS (ADA)**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When performing field work, must possess mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various sites throughout the Tri-Cities; vision to observe client behavior, signs of illness, and potential hazards. The job involves frequent walking to locate, assist, and deliver services to clients, with exposure to hazardous materials and waste in some locations. Employees must possess the ability to lift, carry, push, and pull materials and objects

averaging a weight of 10 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

## **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, and may be exposed to blood and bodily fluids, and other hazardous physical substances and fumes. Employees interact with clients with behavioral disorders who may display erratic and assaultive behavior, including those who require emergency crisis intervention. Employees may also interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## **WORKING CONDITIONS**

In accordance with California Government Code Section 3100, Tri-City Mental Health Center employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

Employees serve as members of the Authority's on-call crisis intervention team and may be required to be available and respond to crisis situation 24/7 during on-call rotation.

Receive satisfactory results from a background investigation, which includes fingerprinting; a pre-employment physical examination, which includes a drug/alcohol test; and an administrative review.