

**Jefferson County**  
**Position**  
**Description**

**Name:****Department:** Human Services**Division:** Behavioral Health**Position Title:** CCS Family Centered Treatment Psychotherapist**Pay Grade:** 9**FLSA:** non-exempt**Date:** June 2024**Reports To:** Mental Health Professional - FCT

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**Purpose of Position**

The purpose of this position is to provide Mental Health Intervention services for Jefferson County Human Services consumers through Family Centered Treatment (FCT).

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Provides individual, family and group psychotherapy for consumers and families enrolled in the CCS/FCT program, using the evidence-based practice of FCT.
- Facilitates and provides psycho-social rehabilitative services as specified in the Comprehensive Community Services Service Array.
- Provides ongoing assessments, responding to crisis situations and linking consumers with resources in the community and other agency resources and develops and implements crisis plans determining effective strategies and interventions.
- Performs and completes bio psycho-social assessments for consumers diagnosed with a mental health and/or substance-use disorder, under the direction of the medical director.
- Provides case management as identified in the psycho-social assessment.
- Provides psychiatric medication case management under the supervision of the psychiatrist/prescriber.
- Maintains knowledge of the applicable statutes, administrative codes, agency policies and procedures, administering mental health and substance-use treatment per DHS 36, and 34. Adheres to the code of ethics standards.
- Completes progress notes that meet MA guidelines and reviews for compliance and quality assurance.
- Consults with medical director and supervisor regarding emergency or complex issues, consumer progress in treatment and questions of policy and procedure. Participates in clinical supervision with supervisor and medical director
- Performs crisis risk assessments / suicide risk assessments, evaluates consumer's safety to self and others through clinical interview and develops crisis plans and safety plans with the consumer to meet their safety needs.
- Completes legal paperwork as needed for civil commitments, guardianship's, protective placements, or other legal proceedings for court. Completes accurate and timely documentation.
- Practices competent motivational interviewing techniques, if applicable.
- Supports and enhances a trauma-informed care environment.
- Participates in team developed recovery planning services, designed to provide the highest level of independent functioning and quality of life possible and desired by the consumer.

- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Complies with County HIPAA Policies and Procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Performs other duties as assigned or as may develop.

**Additional Tasks and Responsibilities While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Mentors new staff to the CCS Program.
- Identifies, develops, and assists in implementing internal procedural modifications to improve effectiveness of CCS services.

**Minimum Training and Experience Required to Perform Essential Job Functions:**

- Master's Degree in Social Work, Counseling and/or Marriage and Family Therapy.
- Two years of professional experience.

**Other Requirements – Certificates/Licensures**

- Completion of all necessary FCT training and requirements to be a certified Family Centered Treatment Clinician through the Family Centered Treatment Foundation within 18 months of employment. An extension may be approved by the Human Services Director and Human Resources Director.
- Valid driver's license
- Ability to obtain one of the following licensures:
  - Licensed Professional Counselor (LPC)
  - Licensed Clinical Social Worker (LCSW)
  - Licensed Marriage and Family Therapist (LMFT)

**Preferred Training and Experience required to Perform Essential Job Functions:**

- Master's Degree in Social Work, Counseling and/or Marriage and Family Therapy.
- Four years of professional experience.
- Fully licensed as a LPC, LCSW, or LMFT

**Knowledge, Skills, Abilities**

- Ability to embrace and nurture a person centered, trauma-informed, recovery-oriented framework and culture for service delivery.
- Ability to plan and organize work effectively.
- Ability to maintain accurate current records and prepare clear and concise reports.
- Ability to establish and maintain effective working relationships with agency staff, community members, families, and collateral agencies.
- Ability to make assessments and provide or refer for appropriate treatment.
- Ability to manage one's time and emotions in an environment of rapidly changing priorities.
- Ability and comfort in assessing risk and safety planning.
- Ability to reliably and predictably carry out one's duties.

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, consumers, customers, and the public.
- Ability to work effectively with individuals and families to assist them in solving physical, mental, and social problems, with members of the mental health team and other allied professionals.
- Ability to work with challenging situations where consumers may be hostile or aggressive.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to utilize advisory and design data and information such as medical assistance manuals, Human Services policy and procedures, program guidelines, State statutes Chapter 51, 55, 880, personnel manuals, DARs, service contracts, financial reports, program summaries and reports, accounting methods, and educational curricula.
- Ability to communicate verbally and in writing with supervisors, consumers, consumers' families, subordinates, volunteers, Human Service Board members, other Human Service supervisors, Department clerical staff, contracted service providers, attorneys, Judges, general public, funding agency representatives and unit advisory committee members.
- Ability to counsel and treat consumers and mediate disputes. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations, Ability to provide advocacy for consumers.
- Extensive knowledge of therapeutic and psycho-social interventions for persons with complex needs.
- Knowledge of various cultures and diverse populations and ways in which cultural values impact individuals, families, and the community.
- Knowledge of the laws, regulations and practices pertaining to DHS 36.
- Knowledge of psychotropic medications, their effect, side effects and abuse potential.
- Knowledge of assessment and treatment of persons who have serious and persistent mental illness including co-occurring disorders.
- Knowledge of the principals and practices of psychotherapy. The knowledge of best practices and the ability to implement them.
- Knowledge of Personality Disorders and strategies for treatment.
- Experience using Cognitive Behavioral Therapy with consumers individually or in a group setting.
- Knowledge of Dialectical Behavioral Therapy or ability to be trained.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

**Supervision**

- None.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand, walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing, or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper.

Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. The person may be exposed to physically or verbally abusive persons, high stress environments and, if doing home visits, unsanitary conditions.

Maintains a flexible schedule, including some evenings past 5pm to accommodate the needs of consumers and families being served.

*Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

*I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.*

Employee

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Date

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Supervisor

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Date

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