

CHILDREN'S AID HOME PROGRAMS OF SOMERSET COUNTY, INC.

POSITION DESCRIPTION

FUNCTIONAL FAMILY THERAPY THERAPIST

Non-Exempt

(Functional Family Therapy Program)

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CASELOAD:

Adolescents 11 - 18 years of age. All essential functions are conducted within the framework of cognitive, physical, social, and emotional aspects of the developmental stage.

MISSION STATEMENT:

Our mission is to provide a continuum of quality services, which promote the emotional, behavioral, educational, and physical development of children, adolescents, and their families.

OVERALL PURPOSE:

This is a professional position which provides community based intensive counseling services to youth and their families utilizing the Functional Family Therapy Model.

ESSENTIAL FUNCTIONS OF JOB: (other duties may be assigned)

1. Manage a caseload effectively and within FFT Model fidelity and requirements.
2. Complete required FFT assessments and record in required database timely. Ensure compliant FFT clinical files.
3. Mandatory participation in scheduled meetings with team and/or individually.
4. Meet all FFT Training and skill requirements.
5. Scheduled home visits in a cost effective manner and submit weekly itinerary to designated supervisor and communicate changes.
6. Adhere to safety and in-home visit safety procedures.
7. Create and maintain working partnerships with internal and external parties.
8. Complete monthly progress reports.
9. Maintain professional relationship boundaries.
10. Assist with special projects.
11. Complete bi-annual record reviews.
12. Complete performance appraisals for six month and annual reviews timely and within identified timeframes.
13. Attend training, in-service, meetings and conferences as necessary and as directed to obtain 40 hours according to policy.

OTHER DUTIES OF JOB:

1. Participate in the annual mental health licensing inspection of the program.
2. Perform other related duties as required.

SUPERVISION RECEIVED:

Supervision is received by the Functional Family Therapy Program Director.

SUPERVISION GIVEN:

WORKING CONDITIONS:

1. Responding to upset or angry people.
2. Working with frequent interruptions.
3. Working overtime.

MENTAL/PHYSICAL REQUIREMENTS OF JOB:

1. Must be able to walk, sit, and stand throughout the workday as needed, with occasional stooping, kneeling, crouching, or crawling.
2. Must possess ability to talk, hear, read, and write.
3. Ability to lift up to 25 pounds occasionally.
4. Must be able to practice Nonviolent Crisis Intervention and First Aid/CPR with youth as necessary.
5. Must be able to practice Trauma-Informed practices.
6. Must be able to operate a vehicle.
7. Flexibility in hours to meet families availability; including early mornings, late evenings and/or weekends.

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- 8. Ability to travel 35% of time, frequent and extensive car travel.
- 9. No special vision requirements are necessary.

QUALIFICATIONS:

A. Education/Training/License/Certification:

Bachelor's degree in Social Work, Psychology, Mental Health Counseling or related Human Services field.

B. Work Experience:

Two years of related experience in a mental health field, or family, youth and community services. FFT experience preferred.

C. Conditions of Employment:

Must possess Act 33, Act 34, and FBI clearances.

Must attend 40 hours of relevant training per year.

Must be 21 years of age.

Attend annual HIPAA training.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

PRIMARY POPULATION: Children/Adolescents

AGES: 11 – 18 years of age

- 1. Must possess knowledge of child/adolescent psychology, development and abnormal behaviors.
- 2. Knowledge of all applicable regulations, policies, and procedures.
- 3. Knowledge of all the FFT regulations.
- 4. Must possess excellent communication skills, both orally and in writing, and possess excellent documentation and observation skills.
- 5. Requires flexibility, leadership skills, and good judgment.
- 6. Ability to establish and maintain effective working relationships with the children, their families, other staff, and other local agencies.
- 7. Requires ability to work as a team member, present information in a clear and concise manner, and work independently.
- 8. Requires supervision skills and the ability to delegate.
- 9. Must be adept at problem solving and decision making.
- 10. Must be a mandated reporter of child abuse.
- 11. Must be able to transport self and others.
- 12. Must be able to work in a stressful environment.
- 13. Follow all confidentiality and universal precaution guidelines.
- 14. Knowledge of and ability to use Nonviolent Crisis Intervention and First Aid/CPR.
- 15. Knowledge of and ability to use Trauma-Informed practices.
- 16. Strictly adhere to all HIPAA requirements as a covered entity.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above job description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee and/or Candidate

Date

Signature of Supervisor or HR Representative

Date

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