

## Job Announcement Therapist



JOB TITLE: Therapist  
DEPARTMENT: Counseling Program  
REPORTS TO: Program Manager  
STATUS: Full Time, Regular  
FLSA: Exempt  
WORK SCHEDULE: Monday to Friday, evenings as needed for groups

### PURPOSE

Under the supervision of the Program Manager, the Therapist delivers comprehensive therapeutic services, with emphasis on prevention, to assigned participants through a community based approach that creates positive linkages between children, youth and their families, their community and schools to improve the overall level of functioning and resiliency of participants. They may help individuals deal with family, parenting, and relationship problems; suicide; stress management; problems with self-esteem; and issues associated with mental and emotional health. As part of the counseling process, they conduct interviews, testing and risk assessment sessions with participants in order to evaluate their mental condition and formulate a treatment plan. They keep detailed notes and records on their participants' and monitor their progress.

### ESSENTIAL DUTIES

#### Therapeutic Services

1. Carries a consistent caseload of 32. Delivers comprehensive therapeutic services to assigned participants through a community based approach that creates positive linkages between children, youth and their families, their community and schools to improve the overall level of functioning and resiliency of participants.
2. Utilizes evidence-based psychotherapeutic treatment methods to assess and treat children or families presenting with wide range of mental health and or psychosocial disorders in individual, family and group settings.
3. Responds to participants in crisis, conducting evaluations, coordinate with additional services and resources and amend treatment plans appropriately.
4. Conducts comprehensive psychosocial diagnostic assessment addressing numerous life domains utilizing interviews, support system, available clinical records, observations and possibly tests.
5. Develops and implements collaborative comprehensive treatment plan using Evidence Based Practices with clearly identified goals. Modifies treatment plan as needed to reflect changes in client's status and progress.
6. Provides effective and timely services and follow-ups in accordance with treatment plans; including collaboration with other providers associated with multi-system involved children and youth and their families (e.g. schools, juvenile rehabilitation, children's administration/DCFS, and Department of Developmental Disabilities). Actively maintain a shared Outlook-based calendar that facilitates participant support, treatment, administrative requirements and attendance at meetings. This includes self-managed scheduling of appointments with assigned participants.

#### Reporting and Documentation

7. Prepares and maintains all required treatment records and reports.
8. Adheres to program standards for documentation including updating ETO database records for assigned clients.
9. Maintains confidentiality of records in accordance with HIPAA and other federal, state, and county guidelines.
10. Complies with administrative documentation and fee collection protocols.

#### Other Duties

11. Actively participates in agency life and program activities. This includes school and agency meetings, supervision and consultation.
12. Maintains a flexible work schedule to provide efficient services to participants and meet program goals (this includes work in the evening).
13. Performs other duties and special projects as assigned by supervisor or Executive Director.

14. Provides occasional support or consultations as needed to promote counseling services with other ASC programs or to external agencies.
15. Works in the ASC Summer Academy and provide counseling support to students and faculty.
16. Maintains active and appropriate registration with the State of Washington at all times.
17. Represents Atlantic Street Center at internal and external meetings pertaining to assigned clients.

### **QUALIFICATIONS**

- Master's Degree or PhD in one of the Mental Health or Social Services sciences.
- Licensed LMHC, LCSW or LMFT
- Must be registered or eligible for registry with the Washington State Department of Health.
- A Minimum of two year's' experience providing counseling services to ethnically-diverse children, youth, and families who are experiencing poverty.
- Experience working in community-based mental health programs
- Mental Health Professional (MHP).
- Strong clinical skills and knowledge base of clinical care standards in the treatment of adults, children, and families, including those families affected by multiple issues (abuse, neglect, domestic violence, chemical dependency)
- Proven ability to deliver effective counseling services
- Strong diagnostic skills and knowledge of DSM IV-TR
- Demonstrates strong knowledge of Cognitive-Behavioral Therapy
- Work effectively under pressure and temporary increases to work load
- Strong knowledge of regulations effecting the delivery of mental health services, including WAC, RCWs, King County policies and procedures and applicable ethical codes
- Computer skills and proficiency with Microsoft Office suite software a must
- Experience working with (ETO) and similar Electronic Records Management system software and databases preferred
- Strong organizational skills and timely follow-up managing complex tasks associated with providing services to multi-system (e.g. schools, juvenile rehabilitation, children's administration/DCFCS, and Department of Developmental Disabilities) involved youth and their families
- Knowledge of community resources in the greater Seattle Metropolitan area
- Solid communication (written and oral), collaboration and intervention skills
- Able to effectively and respectfully resolve conflicts
- Proven ability to work successfully in a multi-cultural and multi-ethnic environment
- Able to balance competing demands and maintain effective working relationships with staff, participants, volunteers, collaborators, and the general public

### **WORKING CONDITIONS**

- Position requires working a schedule which includes some evenings.
- Must be able to access clients at all locations served by ASC and places frequented by clients.
- Position requires driving your own vehicle whenever necessary to meet program needs.
- Valid WA state driver license and car insurance is required per state law.

### **DISCLAIMER**

This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between Atlantic Street Center and its employees.

## How to apply for Open Positions

Qualified individuals should submit the following:

- **Current resume**
- **Cover letter** clearly stating how you meet or exceed the minimum qualifications.
- Also, please indicate in your email/cover letter how you heard about this position.
- Include **the JOB TITLE** of the position applying for in the SUBJECT line of your email or fax.

Submit materials by email or fax to:

**ATTN: Human Resources**

Atlantic Street Center

Fax: (206) 329-2171

[jobs@atlanticstreet.org](mailto:jobs@atlanticstreet.org)

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