

## **POSITION DESCRIPTION**

### **POSITION TITLE:**

Child/Adolescent In-Home Therapist

### **CLASSIFICATION TITLE:**

Clinician 2

### **POSITION LOCATION:**

These positions are based in the Children's Center, Warren County Mental Health Clinic:

Warren County Mental Health Clinic  
209 West Criser Road, Suite 100  
Front Royal, VA 22630

### **POSITION UNDER THE SUPERVISION OF:**

CYFS Regional Planner/Supervisor

### **POSITION SUMMARY:**

This position is responsible for providing services for an assigned caseload of families in which youth are at-risk of out-of-home placement or in need of services to reintegrate an out-of-home juvenile back into the family and community. The incumbent of this position provides assessment, counseling, treatment, client/family stabilization, and case management services, needed by youth and family affected by trauma, within the family and community environment rather than from a clinic setting.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Screens in-home referrals and evaluates the initial out-of-home placement risk or need for reintegration with the family from an existing out-of-home placement with the treatment team.
2. Evaluates clients and families, who meet the initial criteria for program acceptance, through telephone contacts, center-based contacts, or by means of a comprehensive in-home client and family assessment.

3. Develops an individualized service plan (ISP) in close conjunction with the family and treatment team, for cases that meet program criteria. Reviews individualized service plans (ISP) plans regularly, making necessary modifications.
4. Provides intensive, in-home/community-based services for client and family members, including the extended family where appropriate, such as:
  - A. Providing crisis intervention and emergency services to client and family members, in conjunction with NWCSB emergency services system.
  - B. Providing therapy services to client and family members as needed in order to meet ISP treatment goals and interventions.
  - C. Working with families to help members develop effective coping, problem solving, family stabilization, and communication skills.
  - D. Providing information to client and family members concerning relevant community resources, education concerning trauma and assisting families in locating and utilizing such services.
  - E. Advocating for the needs of client and family members through the school system and other community agencies.
5. Documents all service contacts including written reports, service plans, progress notes, reviews, and correspondence in a professional and timely manner as required by agency policies and procedures and in compliance with state and federal regulations.
6. Meets regularly with the immediate supervisor as a means of enhancing professional growth, reviewing and processing the provision of clinical services, and dealing with appropriate administrative issues.
7. Maintains service logs and turns them in on a weekly basis so that staff and client information can be reviewed by supervisors and management personnel, and can be reported to local and state funding sources to determine if performance contract levels of services have been achieved and/or maintained.
8. Maintains personal and professional conduct in accordance with applicable Federal, and State regulations and Northwestern Community Services Board's policy as well as ethical requirements based upon one's professional discipline.
9. Meets on a weekly basis with the Treatment Team to discuss potential referrals and staff recent case assignments.

10. Performs other duties as assigned by the immediate supervisor, which are consistent with the position and in compliance with agency policies and procedures

**ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge:**

Considerable knowledge of Human behavior and development, especially youth and adolescents affected by trauma; of Co-Occurring Disorders, i.e. mental illness and its treatment and of substance abuse/addiction and its treatment; of family therapy; of supportive counseling theory and techniques; of crisis intervention theory and techniques; and, of solution oriented approach to problem resolution. Working knowledge of prescreening criteria for the hospitalization of minors, and of relevant youth services agencies and referral systems.

**Abilities:**

Demonstrated ability to assess child, adolescent, and family service needs and make appropriate clinical diagnoses as well as working with the treatment team in treatment planning; to develop effective service plans and strategies to meet identified needs and to provide effective treatment; to effectively communicate verbally and in writing; to work effectively with community resources for the benefit of the client and family; to gather and document necessary client information, write reports and maintain client records; to intervene effectively in crisis situations; to work closely and effectively with clients and other professionals and serve as a client advocate; to provide services to stabilize client and family environment, and, to maintain client confidentiality according to all relevant regulations and agency requirements.

**Qualifications:**

A Master's degree in a relevant human services field with experience working with children, adolescents, and their families in delivering a wide variety of clinical services, or a combination of education, experience, and training indicating the essential knowledge, skills, and abilities. Experience in the treatment of children and adolescents affected by trauma preferred. Must be able to provide own transportation as necessary to perform job duties. LPC or LCSW preferred.

**SALARY RANGE:**

Per billable unit

**FLSA STATUS:**

Non-exempt

**VERIFICATION OF ACCEPTANCE OF POSITION RESPONSIBILITIES:**

This is to certify that I have read the above position description and accept the duties and responsibilities required of this position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Operational Officer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Officer's Signature

\_\_\_\_\_  
Date

Effective Date: February 2006  
Attached: Organizational Chart  
Revised: May 2006  
Revised: May 2009

/lep