



PART-TIME IN-HOUSE THERAPIST/COUNSELOR

GENERAL DUTIES AND RESPONSIBILITIES:

1. Will provide weekly individual therapy sessions to all residents as designated by supervisor (up to 12 residents)
2. Will maintain appropriate records of the residents' therapeutic progress
3. Will utilize sound and effective therapeutic approaches to identify and treat each resident's mental health needs (We operate under the use of the cognitive behavioral model, with the understanding that the level of eclectic approaches will vary based on individual residents).
4. Will complete Quarterly Reports a week prior to due date
5. Will completing NSP reports by due date
6. Will complete Exit Reports within 48 hours of receiving the final exit date from Administration or Therapy Supervisor
7. Will submit all paperwork to Therapy Supervisor as necessary (initial work will be submitted to Therapy Supervisor. It will then be returned with instructions for editing/clarification). Final draft will be re-submitted.
8. Will send Weekly Update to Therapy Supervisor no later than the Sunday preceding the week (Summary to include: an update on resident's participation in therapy, goals covered in therapy session, paperwork updates if applicable, and any other pertinent issues).
9. Will provide monthly strategy forms or suggestions for residents participating in therapy.
10. Will attend at least 1 house meeting/training per month to discuss issues relevant to residents with the facility staff.
11. Will attend at least 1 Admin or Manager's meeting/training per month to discuss issues relevant to the therapeutic environment provided in the group homes.
12. Will attend at least 1 scheduled therapist meeting per month to discuss issues relevant to the therapist position.

ACCOUNTABILITY:

1. The Therapist/Counselor is accountable to the Facility and reports directly to the Therapy Supervisor or his/her Designee at the Facility.
2. The Therapist/Counselor shall comply with all applicable policies and procedures of the Facility, and the California Department of Social Services.
3. The Therapist/Counselor will establish and maintain a permanent schedule with the group homes for days in which therapy will be conducted. Any changes to the schedule will be discussed with the respective House Manager and Therapy Supervisor.
4. The Therapist/Counselor will complete the entire designated hours at the group homes despite refusals or short therapy sessions. The remaining time will be used to observe the therapeutic environment and interactions.
5. The Therapist/Counselor will work 20-25 hours each week (up to 12-hours for therapy and up to 13 hours for paperwork/administration work). Please note that weekly hours may fall below 20 at times depending on resident census.

6. The Therapist/Counselor will log all face-to-face therapy hours at the group homes in through the UAttend electronic timekeeping system (or, if the system is unavailable, call in to Therapist Supervisor) i.e., if the house is full, the therapist will be recording 6 hours in the UAttend system at each house each week. In addition to this, the Therapist/Counselor will also log in session times in the Facility Therapy Log.