

## JOB DESCRIPTION

Children's Hope Alliance

Status: **Full-time (Non-exempt)**

Position: **Child Focused ACTT Therapist**

Reports to: **Child Focused ACTT Team Lead**

Date: ~~08/15/2019~~ **03/01/2021**

### **Our Parent Company Mission**

Hope, Health and Healing for Generations.

### **Summary**

This position supports the new and innovative Child Focused Assertive Community Treatment Team. Child ACTT is a team-based multi-disciplinary approach to serving kids in their homes, kinship placements, foster homes, or may begin during a transition from a more restrictive residential setting or hospitalization. Child ACTT is primarily community based, however some flexible office based work will be required. This is an exciting new service in North Carolina, with the goal of helping children with severe emotional disturbances stay in their home environments successfully.

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This position will cover the following counties in the Partners Catchment area routinely: Cleveland, Gaston, Rutherford. Occasional work outside these counties is required. Crisis Call rotation will include work and travel outside initial assigned counties.

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In this innovative new service, the Therapist will provide clinical services to children with serious emotional disturbances in community-based settings and occasionally in the clinic.

### **Principal Duties and Responsibilities**

Specific duties and responsibilities:

#### *Clinical Duties*

- Provide individual, family, and group therapy to clients using clinical models and modalities approved by the agency and the service definition for children and adults who are being referred to mental health and substance abuse services.
- Conduct Comprehensive Clinical Assessments, Person Centered Treatment Plan Meetings, Screening Tools, ~~trauma~~ screenings, and comprehensive crisis plans, and all clinical documentation duties as required.
- Participate in daily/weekly client staffings, team meetings and trainings, and work cohesively with other members of the ACTT team to insure the most appropriate and highest quality care is given to the children and families served.
- Provide support and training to clients and staff related to behavioral strategies and interventions through the use of evidenced-based models.
- Coordinate care for client / families as needed.
- Participate in 24/7 on-call crisis response.

#### *Core Competency: Analytical Skills*

*Therapist demonstrates an ability to review, interpret, and include client assessments in case conceptualization of treatment plan. Includes internal and external CCA's, PCPs, Medical Evaluations, Safety Plans, and Psychological Testing.*

- ~~How will competency be measured? At hire review of staff member's first client admission for evidence that inclusion of collateral information is included in client assessment, progress notes, and treatment plan. Annual review of 5 client records for evidence that inclusion of collateral information is included in client assessment, progress notes, and treatment plan.~~

#### *Administrative Duties*

- Complete documentation required including progress notes, treatment plans, service authorization requests, and clinical intakes when applicable. Submit clinical assessments, clinical addendums, internal transfer documentation, clinical conference notes, and client discharge paperwork within designated time frames set by the team lead.
- Utilize EHR to track client engagement; and to interactively document and communicate with the treatment team
- Complete requested staff evaluations when applicable
- Complete all care coordination needs for client and family; working with support staff and outside resources as needed.

#### Miscellaneous Duties

- Other duties as assigned by supervisors.
- [Utilize telehealth, CHA app, and other electronic resources as needed.](#)

#### Supervision responsibilities:

Meet supervision requirements to maintain good standing with professional licensure board.

All employees have the following expectations:

- *Mission:* Contribute to and enhance company mission
- *Organization:* Prioritize and plan work responsibilities appropriately
- *Professional Development:* Attend and/or successfully complete all required trainings and meetings
- *Timeliness and Accuracy:* Perform quality work within given deadlines and expectations with or without direct supervision
- *Professionalism:* Comply with all applicable policies, practices, and procedures; report all out-of-compliance and unsafe activities to supervisor; interact professionally with other employees, volunteers, families, children, and the community
- *Teamwork:* Serve effectively as a team contributor on all assignments
- *Communication:* Utilize effective communication skills both verbally and in writing; provide effective feedback and is receptive to feedback
- *Leadership:* Work independently while understanding the necessity for communicating and coordinating work efforts with other appropriate individuals
- *Cultural Competence:* Is sensitive to the cultural, ethnic and religious views of the children and families served, and in community and public contact.

#### **Education and Experience Requirements**

- The position requires a Master Degree in a Human Service or related field plus one year of experience with a similar population. The position also requires a valid NC licensure LCSW, LMFT or [LCMHC](#) and LCAS. [Associate level licensed professionals may be considered for this position.](#)
- Requires knowledge and the ability to practically implement mental health regulations and clinical services.
- Requires effective communication, decision making, analytical, interpersonal, leadership and professionalism skills and abilities.
- Must have basic computer and math skills.
- Must have a valid North Carolina's Driver's License.
- Must submit to and pass pre-employment drug screening, criminal, HCPR and driving checks.

#### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, handle or feel objects, tools, or controls, talk, and hear. The employee is frequently required to reach with hands or arms, stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specifics vision abilities required by this position include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Physical functions which are considered essential to the satisfactory performance of the job include the following: public speaking, reading, typing, writing, using the telephone, driving. [Duties may be performed indoors, outdoors, or in varying home environments.](#)

#### **Effect on End Result**

To provide effective clinical services to clients within the framework of a community based behavioral health center that is fiscally responsible.

#### **Acknowledgement**

I have read the above job description and understand the position requirements and job responsibilities. I have had the opportunity to ask questions and seek clarification regarding the expectations. I understand that nothing in this or any other document is a contract for employment and that all employees are employed at-will.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

