

# JOB DESCRIPTION

**Children's Hope Alliance**

Status: Full-Time- Exempt

Position: TASK Therapist

Reports to: **TASK Program Manager**

Date: 04/01/2019

## **Our Parent Company Mission**

Hope, Health and Healing for Generations.

## **Summary**

Performs duties associated with evaluations and treatment of children and adolescents who have caused sexual harm. Provide clinical expertise and serve as the clinical lead on multi-disciplinary teams.

## **Principal Duties and Responsibilities**

### *Clinical Skills*

- Plan and facilitate individual and family therapy, and co-facilitate group therapy using evidence-informed and evidenced-based approaches while observing program model fidelity.
- Complete Comprehensive Evaluations of Sexual Harm (CESH) and make treatment, placement, victim and safety plan recommendations to the court and other referral sources.
- Provide Mental Status Evaluations and Comprehensive Clinical Assessments to each client upon admission and on an as-needed or as-required basis.
- Demonstrate an ability to review, interpret and include client assessments and collateral data in case conceptualization or treatment plans, including internal and external assessments/data.
- Provide clinically sound discharge information and possible step-down or lateral care recommendations for each client.
- Demonstrate an ability to consistently and actively work with youth and families to be mindful and planful about safety and risks for the youth and others in the home, school and community in general.
- Complete clinical documentation that tracks the progress of the youth and family unit, to include stage applications, life plans and other assessment tools.
- Administer the TOP Wellness Check, interpret the results and use this tool to better inform treatment.
- Demonstrate responsiveness to clinical crises within the timeframe specified by the program.

### *Administrative Skills*

- Work with Case Manager to create and manage treatment plans for each youth.
- Demonstrate an ability to document various items within the agency's electronic health record within program quality standards, including but not limited to: clinical notes, assessments, treatment plans and incident reports.
- Complete any required documentation prior to discharging a client.
- Complete and maintain all paperwork mandated by MCO/Medicaid/DJJ or other funding sources.
- Provide completed documentation to utilization management and supervise the maintenance of records electronically.
- Participate in qualitative and compliance peer reviews.

### *Leadership Skills*

- Co-Facilitate and clinically lead Child and Family Team Meetings.
- Supervise Case Manager's administration of the treatment plan and care plan as well as the management of documentation.
- Advocate for the youth in the school system by clinically leading meetings at the school for safety planning, behavioral interventions, etc. where relevant and applicable.
- Advocate for the youth in court, where applicable, recommending the least restrictive and most sustainable version of care.
- Provide training and consultation to the community as needed.

- Assist Program Manager and Senior Clinician in advocating for and promoting the program in various areas.

#### *Outreach Skills*

- Ensure that Case Manager has maintained and dispersed information to stakeholders and referral sources on a monthly basis.
- Assist Case Manager in connecting families with resources to support them in maintaining safety and stability in the home.
- Plan for and facilitate a smooth transition of clients to external referrals.
- Work collaboratively with other TASK Therapists in completing evaluations and staffing cases.

#### *Program Specific Procedures and Professionalism*

- Maintain mileage log and send to Program Manager for approval by the 1<sup>st</sup> Thursday of the next month.
- Submit Business Credit Card Receipts with details to Program Manager for approval by the 1<sup>st</sup> Thursday of the next month, staying within specified budget.
- Complete all trainings on time, to include Relias.
- Attend any required Skype calls or meetings.
- Attend monthly staffings.
- Attend quarterly staffings.
- Attend JJTC meetings monthly and/or whatever community meetings are specified by supervisor.
- Complete all notes within Medicaid standards.
- Transport Clients to services as needed.
- Provide 24-hour on-call support to clients and families and ensure that all methods of communication (i.e. phone voicemail, email) are reflective of emergency support contact information as required by program standards.
- Obtain coverage when taking PTO during the weekday or when unavailable on weekends.
- Maintain professionalism when handling client, parent, stakeholder and/or community concerns.
- Engage in supervision with Program Manager monthly and on an as-needed basis.
- Other duties as specified by Program Manager.

#### Core Competency: Supervisors

- Supervisors will complete 100% of direct reports evaluations on time (within 30 days of the effective date of evaluation) and will have no old evaluations outstanding to meet expectations. Supervisors that supervise second level reports will also need to have 85% of any indirect reports completed on time to meet expectations.
- Measurement: Review of evaluations due during the review period and whether they were completed on time.

#### *Supervision responsibilities:*

- TASK Therapist is responsible for supervising the TASK Case Manager. Supervision with Case Manager occurs, at minimum, once/month, quarterly and annually, but it also can be expected to occur on an as-needed basis.

#### *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**

- Minimum of Master's Degree in a human service field and NC licensure or provisional licensure in one of the following disciplines: LPC, LCSW, LMFT.
- Strongly preferred one experience in human service field.

- Preferred credentialing with various MCOs.
- Preferred experience with populations who have caused sexual harm and/or adolescents under the court's jurisdiction.
- Preferred knowledge of and experience with family systems, family therapy, and behavioral interventions.
- Must be culturally sensitive to clients and families and support cultural diversity throughout the program.
- Requires effective communication, decision making, analytical, interpersonal, leadership and professionalism skills and abilities.
- Must be familiar with supervision and group facilitation.
- 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. Specific 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: typing, professional writing, using the telephone, driving and active participation in physical activities.

**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.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date