

Job Description: Therapists: Marriage and Family Therapist (MFT); Clinical Professional Therapist (CPC); Licensed Clinical Social Worker (LCSW)

Department: Family and Youth Issues

Last Revised: 2/2020

Summary of Position:

This position provides direct services to youth and families referred to the Family Counseling Program for family therapy. The Therapist will provide services to the Children's Cabinet clients to work with the family on relationships, communication, and other family issues. The Therapist may also facilitate therapeutic groups as determined by The Children's Cabinet. The Therapist will work within a team setting with other Cabinet staff to facilitate the prompt and efficient delivery of services. The Therapist reports to the Family Counseling Director for administrative issues.

Supervision Exercised:

None

Duties:

- Provide family therapy for youth and families referred to the Family Counseling Program. The Therapist works in conjunction with other staff/volunteers to meet individual and family needs.
- Secure and document informed consent from all participants.
- Develop and document goals for each family and document all progress made toward completion of goals.
- Document information concerning family therapy sessions, phone calls, e-mail, voicemail, school meetings, fax contacts, etc. as appropriate, explaining all contact as necessary.
- Make and document all reminder phone calls, voicemail, e-mail, text, and fax contacts; including the initiation of contact with families when they fail to show up to sessions, cancel and/or reschedule sessions.
- Complete a case closure summary when services are terminated, including information on documented hours of service, identified problems, client progress, and recommendations regarding further treatment.
- Make community referrals as appropriate, and work with other Cabinet staff to facilitate any necessary follow-up regarding client needs.
- Participate in case staffing and staff meetings as requested.
- Participate in trainings as requested.
- Participate in regularly scheduled performance evaluations.
- Abide by the AAMFT Code of Ethics; ACA Code of Ethics; and/or the NASW Code of Ethics.
- Understand and apply all Family Counseling Policies and Procedures.
- Perform other duties as assigned.

Minimum Requirements Needed:

- Knowledge of principles, practices, techniques, and trends in family counseling, with an emphasis on adolescent behaviors and problems.
- Knowledge of working effectively with children and families from a systemic perspective
- Theoretical basis and practical experience with crisis intervention (e.g. suicidality, etc)
- Must possess the ability to express ideas clearly and concisely both orally and in writing
- Must be willing to work with adults and youth of diverse backgrounds and beliefs
- Must possess the ability to problem solve in urgent situations
- Must possess the ability to keep appointments punctually, maintain organization, and meet deadlines

License or Certification:

- Must hold and maintain a Nevada Marriage and Family Therapist (MFT) License; or a Clinical Professional Therapist (CPC) license; or a Licensed Clinical Social Worker (LCSW) license. Hold professional liability insurance at \$1,000,000/\$3,000,000 minimums;

Special Requirements

- Must have reliable transportation to get to and from work;
- Must possess a valid Nevada Driver’s License, and have current insurance if using a personal vehicle for company work;
- Must be able to lift 25lbs; walk up and down stairs; stand; sit; sit on the floor and get up, and bend
- Ability to work evenings and an occasional weekends.
- Able to pass complete background check.

Benefits:

- If hired at 30-40 hours a week will be eligible to receive Cabinet benefits for full-time staff.

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