

## JOB DESCRIPTION

<b>JOB TITLE:</b> Full Time Staff Therapist	<b>POSITION TYPE:</b> <input checked="" type="checkbox"/> EXEMPT  <input type="checkbox"/> NONEXEMPT
<b>Reports to: Director of Social Impact Services</b>	<b>Date Updated: December 2021</b>

### **Position Overview:**

The Community House is seeking an **LCSW** who is passionate about helping people heal and reach their full potential through providing counseling services, with a specific focus on adolescent mental health care and community engagement.

Based in Hinsdale and serving the surrounding communities, The Community House is a multi-service organization which provides recreation and cultural activities, counseling and therapeutic services focused on mental health, education support, and volunteer opportunities. The vision of The Community House Counseling Center is to offer equitable access to mental health services to all communities with a specialization in adolescent/young adult services.

### **Position Responsibilities:**

#### **Direct counseling and psychotherapy (75% of time):**

- Conduct initial phone intakes and complete documentation.
- Provide on-going assessment and psychotherapy services to assigned clients both in-person, utilizing telehealth platforms, and in school settings.
- Provide psycho-educational and skills building groups and/or co-teach mindfulness classes.

#### **Documentation (10% of time):**

- Maintain timely and appropriate clinical and administrative documentation as detailed in this document and the Counseling Policies and Procedures Manual.
- Prepare additional reports as requested by Department Director.

#### **Professional Development (5% of time):**

- Participate in Case Consultation Groups, and Clinical Case Staffing Meetings.

#### **Provide Clinical Supervision (10% of time):**

#### **Other**

- Adhere to departmental procedures as described in The Community House Policies and Procedures Manual & TCH Mental Health Services Policies and Procedures Manual.
- Follow the ACA Code of Ethics
- Communicate directly with the Director of Social Impact, if any occurrence of notable clinical and/or administrative issues should occur.
- Other related duties as assigned.

### **Weekly Schedule**

This position is full time; 40 hours a week. The position requires evening hours 2 to 3 nights a week.

**Qualifications**

- Licensed Clinical Social Worker (LCSW)
- Master's Degree in Social Work, Counseling, Psychology or similar, from an accredited program with a valid Illinois license (or the ability to obtain one within 30 days of employment) and experience providing mental health services to adolescents and young adults required.

**Desired Requirements:**

- An effective communicator who creates a good first impression and earns the trust and respect of others, relating well to people from varied backgrounds and in different situations.
- Proficiency in Microsoft Office products.

**Please send a cover letter and resume to [lwilliams@thecommunityhouse.org](mailto:lwilliams@thecommunityhouse.org)**

