

JOB DESCRIPTION

JOB TITLE:

Full Time Staff Therapist

POSITION TYPE:

EXEMPT

NONEXEMPT

Reports to: Director of Mental Health Services

Date Updated: December 2020

Position Overview:

Reporting to the Director of TCH Mental Health Services the Staff Therapist is responsible for providing direct counseling and psychotherapy services to clients in individual, couples, family, and group modalities. The primary focus of the services will be with adolescents and young adults.

Based in Hinsdale and serving the surrounding area, 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 TCH mental health services is to offer a range of direct counseling and therapy, resources to youth, families and seniors in southeastern DuPage County to those with limited access to services.

Position Responsibilities:

Direct counseling and psychotherapy (85% of time):

- Conduct initial phone intakes and complete documentation.
- Provide on-going counseling and psychotherapy services to assigned clients both in-person and utilizing telehealth platforms.
- Create treatment plans in coordination with clients.
- 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 regular Clinical Supervision, Case Consultation Groups, and clinical Case Staffing Meetings.
- Participate in funder meetings and planning discussions as assigned

Other

- Adhere to departmental procedures as described in The Community House Policies and Procedures Manual & TCH Mental Health Services Policies and Procedures Manual.
- Demonstrate professional attitudes and behaviors to promote the positive and collegial work environment within the Department and Organization.

- Communicate directly with the Director of Mental Health Services, in a timely manner, of any occurrence of notable clinical and/or administrative issues as they occur.
- Other related duties as assigned.

Weekly Schedule

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

Qualifications

Professional Education: Master's Degree in Social Work or Counseling Psychology from an accredited program with a valid Illinois license 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.