



## JOB DESCRIPTION

### Home Based Therapist

**Reporting to:** Supervisor, Youth & Family HCBS

**EEO Category:** Professionals

**Created:** 12/19/2017

**FLSA Classification:** Non-Exempt

**PRO:** Community Based - Clinical

**Modified:** 7/12/18

#### POSITION SUMMARY

The Home Based Therapist will provide behavioral health and/or child welfare related services to multiple populations including seriously mentally ill adults and youth and their families in the community and/or home settings in order to achieve their identified goals. The Home Based Therapist will also provide structured, goal-oriented, time-limited therapy in the natural environment. Issues addressed may include trauma, abuse and neglect, substance use, mental illness, personality/behavior disorder, dysfunctional family of origin, and current family dysfunction.

#### ESSENTIAL RESPONSIBILITIES

##### Therapy/Clinical Services (55%)

- Provide home/community-based/school based therapy and case management services as assigned; some evening hours required
- Provide family, individual, and/or group therapy services focusing on the following:
  - Family of origin/intergenerational issues
  - Family organization and structure (internal/external boundaries, relationships, roles, etc.)
  - Trauma Focused Assessment and Treatment
  - Stress management, self-esteem, communication skills, conflict resolution, goal setting, and/or problem solving skills
  - Symptom management/reduction; including substance abuse
  - Adoption issues, family processes (adaptation, power authority, communications, META rules)
  - Strengths based perspective, support systems, interpersonal relationships
  - Family reunification, supervised visitation, parenting skills/training
  - Cognitive behavioral strategies
- Coordinate with clients to develop a person-centered treatment plan for services
- Assess, evaluate, and provide behavioral health treatment and guidance on overall recovery goals to clients
- Arrange referrals to external treatment domains or agencies, as needed
- Collaborate with clients and families to increase awareness and identification of mental health issues and to help the client achieve overall goal(s)
- Complete appropriate assessments for functional impairments and strengths (ANSA/CANS, treatment planning, etc.)
- Advocate for clients and their families, including attending referral-required meetings (CFTM, court, DCS, etc.)
- Travel to provide therapy services in a variety of flexible settings within the larger community

##### Coordination and Communication (20%)

- Build and maintain caring and trusting relationships with clients and identified family members, as well as a strong working relationship with Aspire staff and supervisors
- Build and maintain a strong network of external relationships, which may include DCS, other mental health agencies, health providers, schools and community agencies and community resources, etc.

- Collaborate, communicate and work effectively with a multi disciplinary team in working towards the client's identified goals
- Communicate effectively with Utilization Management staff regarding prior authorizations
- Participate in performance management and coaching; respond appropriately to direction and constructive criticism from management
- Provide ongoing communication and feedback to assigned supervisor regarding position responsibilities

#### **Reporting and Documentation (20%)**

- Responsible for timely, thorough and accurate documentation and billing in the Electronic Health Records (EHR) according to Aspire policies and procedures
- Keep timely, thorough and accurate progress notes, document next steps, and update treatment plans accordingly
- Seek and routinely document clinical supervision on all individual cases
- Timely completion and maintenance of case and agency paperwork according to Aspire standards and as required by external agencies (C/ANSA, BPHC, etc), as well as internal unit and organizational reports and documentation
- Timely completion of all required unit and/or organizational reports and/or documentation according to policies and procedures (e.g. PTO requests, expense sheets, training requests, TB documentation, car insurance, etc.)

#### **Professional Development (5%)**

- Complete and maintain compliance with required trainings and education required for the position
- Successfully acquire and maintain ANSA and/or CANS certification(s), per position requirements
- Participate in appropriate team and/or administrative meetings, assigned committees, in services, and other continuing education/training
- Proactively create and execute a professional development plan to stay current within field
- Maintain CEU expectations for licensure

#### **Core Values**

- **People** – Passionately believes in people and embraces diversity
- **Integrity** – Does the right thing even when no one is looking
- **Laughter** – Believes that laughter is truly the best medicine
- **Learning** – Challenges old paradigms with critical thinking, curiosity and creativity
- **Accountability** – Sets an intentional culture of personal responsibility; believes everyone carries the load
- **Relationships** – Serves colleagues and consumers with love, empathy and compassion

#### **Position-Specific Competencies**

- **Flexible:** Ability to move between multiple locations for sessions, quickly adapt to the consumer and the location and address emergent situations
- **Problem-solver** - Critical, creative thinker in solving problems and reaching goals with clients in a patient manner
- **Collaborative** - Work cooperatively with clients and family members (if applicable), as well as outside treatment agencies, to reach recovery goals identified in client treatment plan
- **Detail-oriented** - Exercise organizational discipline in maintenance of accurate documentation systems and case management practices
- **Consistent** – Develop steady and trusting relationship with clients through dependable, non-judgmental approach to achieving goals
- **Effective Communicator** - Use 2-way communication that demonstrates warmth, clarity, and professional consideration for client and staff beliefs, values and judgements

### **CRITICAL FUNCTIONAL SKILLS & KNOWLEDGE**

#### **Education**

- Master's degree in Social Work, Marriage & Family Therapy, Mental Health Counseling or other mental health related field from a college/university accredited by the US Department of Education required

#### **Experience**

- Minimum of two (2) years experience in a related field highly preferred

- Community Mental Health experience highly preferred
- Knowledge of school and social service systems, special education, child welfare and/or juvenile probation systems and community resources highly preferred

#### **Licensure**

- Must be Licensed Eligible by the State of Indiana as a Social Worker (LSW), Mental Health Counselor (LMHCA) or Marriage and Family Therapist (LMFTA) and actively pursuing licensure as a Licensed Clinical Social Worker (LCSW), Licensed Mental Health Counselor (LMHC) or Licensed Marriage and Family Therapist (LMFT) by the State of Indiana

#### **Other**

- Ability to meet or exceed metric standards that have been established for this organizational level or position within Aspire
- Strong ability to maintain strict confidentiality and handle highly confidential information with professionalism
- Demonstrate respect for consumer confidentiality practices
- Must be able to work independently as well as collaboratively within a team setting
- Must be knowledgeable of social service systems (Medicaid, Social Security, etc.), community resources, legal systems, school systems and child welfare systems
- Must be able to demonstrate the effective use of Aspire's Electronic Health Record (EHR)
- Must possess the ability to learn and/or operate relevant computer operating system environments, and the ability to operate a variety of office equipment (fax machine, copier, scanner, computer, telephone system, etc.)
- Must be detail oriented, have excellent organizational skills and be flexible
- Ability to work well under pressure in a fast-paced, time sensitive environment with shifting priorities and multiple deadlines
- Show appreciation for and ability to respond to cultural differences, and adjust communication practices accordingly in order to minimize cross-cultural misunderstandings
- Consistent work attendance and compliance with scheduled work hours (excludes approved FMLA absences)
- Must comply with all Aspire policies and procedures, as well as Aspire's Corporate Compliance Program as it applies to individual job duties, the department, and the company
- Exercise due diligence to prevent, detect, and report unlawful and/or unethical conduct by fellow co-workers, professional affiliates and/or agents
- Must possess/maintain a valid driver's license, current automobile insurance and a driving record that meets the guidelines and requirements of the organization
- Must have reliable transportation to transport self/others and to attend trainings and/or meetings
- Display a positive work ethic

#### **PHYSICAL DEMANDS & WORKING CONDITIONS**

The nature of work may generate considerable physical (transporting, moving, assisting clients, etc), mental and visual demands. The physical and working demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Community Based environment with heavy travel throughout the community in various types of weather/conditions; working from a mobile office when needed
- Heavy exposure/use of computers, cell phones office phones, etc.
- Daily, weekly, monthly and annual deadlines
- Ability to communicate effectively by phone or in person
- Specific vision abilities require close vision, distance vision, peripheral vision, depth perception and ability to adjust focus; must also have adequate vision to read correspondence(s), computer screen(s), form(s), etc.

- Ability to be physically mobile (stand, walk, reach, use hands and finger, stoop, kneel, crouch or crawl, climb, balance, bend) and also the ability to sit for prolonged periods throughout work hours
- Manual dexterity sufficient to operate keyboard, copier, telephone, calculator, and the ability to write and/or type
- Ability to lift files, open filing cabinets, climb to reach higher files, and lift average-weight objects up to 25lbs; must be able to occasionally lift and/or move 50 or more pounds
- On-call responsibilities after working hours and on holidays to manage emergencies that may arise
- Must be able to respond appropriately and effectively in crisis situations by using good judgment and following Aspire protocols

**Background Checks**

Employment is contingent on background checks as required by Aspire’s policies which may include: Drug Test, Criminal History, Driving History Record, Sex Offender Registry Search, State Central Registry Check, Employment Verification, Education Verification, and Professional References

**Supervisory Responsibilities**

This position has supervisory responsibilities

**Work Hazard Category**

Category II - Tasks that may involve exposure or potential exposure to blood, body fluids or tissues. Appropriate protective equipment will be readily available to every employee engaged in Category II tasks.

**Employee Statement of Understanding**

I have read and understand the job description for my position. I understand this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Employees will be required to follow any other job-related instructions and to perform any other job-related responsibilities requested by their supervisor. Duties, responsibilities and activities may change at any time with or without notice.

I am able to perform all of the essential functions of this position. I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I will strive to uphold the mission and vision of the organization. I am required to adhere to the values in all my interactions with customers and fellow employees.

As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my immediate supervisor.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name