



JOB DESCRIPTION

School Based Therapist

Reporting to: Supervisor, School Based Services

EEO Category: Professionals

Created: 09/19/2017

FLSA Classification: Non-Exempt

PRO: School Based

Modified: 12/20/2018

POSITION SUMMARY

This position provides behavioral health and/or child welfare related services to youth and their families in school, community and/or home settings in order to achieve their identified goals.

ESSENTIAL RESPONSIBILITIES

Therapy Services (55%)

- Provide therapeutic and behavioral/skill based services/interventions as defined by the client's treatment plan
- Assess, evaluate, and provide guidance on overall recovery goals to clients
- Provide individual and group therapy within a school and in-home/community setting
- Collaborate with school systems, caregivers, outside agencies and school staff
- Collaborate with clients and families to increase awareness and identification of mental health issues and to help the client achieve overall goal(s)
- Arrange referrals to external treatment domains or agencies, as needed
- Coordinate with client to develop a person-centered treatment plan for services
- Lead group therapy sessions, when applicable
- 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.)
- Home-based services, as assigned
- Case management services, as assigned

Coordination and Communication (20%)

- Build and maintain caring and trusting relationships with clients and family members
- Build and maintain a strong network of external relationships, which may include DCS, other mental health agencies, health providers, schools and community agencies, etc.
- Collaborate and effectively work with a multi-disciplinary team and all parties involved in working towards clients' identified goals
- Communicate effectively with the Utilization Management staff regarding MRO prior authorizations
- Participate in performance management and coaching
- Become knowledgeable regarding community resources and maintain a strong referral network

Reporting and Documentation (20%)

- Complete documentation and billing in MIX according to Aspire policies and procedures
- Keep timely, thorough and accurate progress notes, document next steps, and update treatment plans accordingly
- Seek and document routinely 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, payee, 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

COMPETENCIES

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 consumer and family members (if applicable), as well as outside treatment agencies, to reach recovery goals identified in consumer 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

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 year’s experience in related field highly preferred
- Knowledge of school and social service systems, special education, child welfare and/or juvenile probation systems highly preferred
- Experience with ages 3-18 in a school setting strongly 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)

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 Medical Record (EMR)
- 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, including Aspire Indiana'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 the ability to use personal car to transport self and others
- 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.

- Mobile office environment at times with some travel within the community
- Heavy exposure/use of computers, cell phones office phones, etc.
- Daily, weekly, monthly and annual deadlines
- 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.
- Manual dexterity sufficient to operate keyboard, copier, telephone, calculator, and the ability to write and/or type
- 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
- Must be able to occasionally lift and/or move 25 or more pounds
- 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