

**ALTA CARE GROUP**

**Job Duties and Requisite Work Skills**

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**T.O. Position Number:**

**F.T.E.**

**Division:** Behavioral Healthcare

**Position Series/Service Area:** Line Staff/Clinical

**Position Category:** Intensive Home-Based Treatment  
Provider

**Job Description Effective Date:** 01/14/2008

**Worker Name:**

**Credentials:**

**FSLA Exempt Status:**  Yes  No

**Working Title:** Functional Family Therapist

**Effective Date:**

**Clinical Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administrative Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Worker Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**GENERAL RESPONSIBILITIES**

The FFT therapist operates under the direction of the director FFT. The therapist will provide, at a minimum, weekly one-hour, home-based family therapy sessions to clients. Therapist will utilize the FFT model with families who have adolescents between the ages of 10 and 18. Therapist will be required to carry a caseload of 10 to 15 families, providing services anywhere from eight to 26 weeks.

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**SPECIFIC ESSENTIAL FUNCTIONS OF THE JOB**

<b>Code 1-99</b>	<b>Major Area</b>	<b>Letter A-Z</b>	<b>Specific Responsibilities</b>
1.	Clinical Interventions	A.	Provide individual counseling services for youth when clinically indicated.
		B.	Perform family counseling services when clinically indicated.
		C.	Ability to internalize and work within the FFT philosophy and model.
		D.	Perform parent counseling and/or education when clinically indicated.
		E.	Provide all therapeutic interventions in the setting that is most clinically indicated, to include office, home, school, or other community setting.
		F.	To provide as needed, Diagnostic Assessments of youth prior to the development of appropriate treatment/service plans, and as appropriate thereafter.
		G.	Ability to adapt and individualize program interventions to utilize family strengths and skills.
		H.	To screen clients as to appropriateness for Functional Family therapy

2. Crisis Intervention
  - A. Provide crisis intervention service(s) when necessary.
  - B. Be available 24 hours a day to clients in need of crisis intervention.
3. Community Support
  - A. Initiate and provide Community Support (case management) services including assessment, linkage, advocacy, and referral as client needs become apparent and as developed in the ISP.
  - B. To coordinate and conduct necessary meetings with family, referral sources, and other stakeholders as necessary.
  - C. Collaborate with other child serving agencies or systems that are providing services to the family.
3. Case Consultation
  - A. Provide case consultation with other Alta or community health providers as may be necessary to address client treatment goals and client continuity of care needs.
  - B. To attend and participate in regularly scheduled treatment and other team/group meetings to discuss relevant clinical issues.
4. Clinical Record Maintenance
  - A. Develop a comprehensive treatment plan (ISP) as per Alta procedures as soon as goals and objectives of therapy can be elucidated.
  - B. Review the ISP with the client/family according to Alta procedures and timelines.
  - C. Maintain compliance with state and/or Alta outcome measures to assure appropriate completeness, timeliness, and utilization with consumers in developing treatment goals and assessing treatment progress.
  - D. Make progress note entries for each session, as per Alta procedures.
  - E. Securing necessary release of information to obtain previous records, testings, evaluations and consultations when needed.
  - F. Maintain accurate and detailed file records as required by Alta I.C.R. procedures.
5. Support to the Agency
  - A. Assist the Clinical Director and/or Department Director/Supervisor in collecting and compiling objective data so as to accurately assess success of services as they relate to targeted service outcome goals.
  - B. If appointed, serve on the C.Q.I Committee.
  - C. Attend Team/Departmental/Center staff meetings.
  - D. Participate in staff and program development by attending continuing education and in-service training.

- E. Attend and participate in regularly scheduled and other supervision activities.
  - F. Perform other duties as assigned by Department Director/Supervisor.
6. M.I.S. Time Accounting
- A. Maintain and file on a timely basis accurate time accounting as required by Alta's management information system to account for employee's activities and for billing purposes.

### **WORK RELATIONS/CHARACTERISTICS**

1. Efficient use of time.
2. Prompt completeness of assigned tasks.
3. Thoroughness in carrying out job responsibilities.
4. Understand and conform fully to professional ethical standards.
5. Maintain flexibility in adjusting to Alta and external policy changes.
6. Maintain considerate interaction with colleagues and supervisors which respect the rights of others and fosters their confidence and cooperation.
7. Initiative in carrying out job responsibilities.
8. Loyalty to Alta interests.
9. Analytic and organized approach to problem solving.
10. Effectiveness in meeting position/Alta productivity requirements as applicable.
11. Ability to work with respect for cultural diversity.
12. Ability to engage families who may not want the service
13. Sensitivity to cultural and economic characteristics of a diverse service population.

### **SPECIFIC ESSENTIAL CONDITIONS OF EMPLOYMENT**

1. Physical ability, with reasonable accommodation, if necessary, to perform specific responsibilities included in job description.
2. Ability to write legibly and operate phone and computer equipment, with reasonable accommodation, if necessary, to fulfill the tasks necessary to complete job duties.
3. Ability to transport self to and from central office, various Alta sites, and community service sites.
  - A. Possess a valid Ohio Driver's License.
  - B. Current auto liability insurance to the limits required by the Ohio Department of Motor Vehicles.
4. Citizen of the United States.
5. Absence of past criminal activity, which would bring into question professional and personal integrity as it implies to the position responsibilities. Ability to pass a BCI and FBI background check.
6. Ability to perform clinical interventions at sites/locations based on needs of the client.
7. Flexibility in adjusting work schedule, days and hours as necessary to fulfill meeting schedule obligations and other responsibilities of the position.
8. Ability to adhere to Alta policies and procedures as they relate to employee work activities.

### **MINIMUM QUALIFICATION**

1. Degree in counseling, social work, marriage and family therapy or other related field and licensure with the State of Ohio Counselor, Social Worker, and Marriage and Family Therapy Board as a L.P.C.,

L.P.C.C., L.S.W. or L.I.S.W., MFT, IMFT and registered (or eligible to register) as a Counselor, Social Work Trainee, or Marriage & Family Therapy Trainee.

**PREFERRED QUALIFICATIONS**

1. Licensed Psychologist, or P.C.C., L.I.S.W., or IMFT licensed by the State of Ohio Counselor, Social Worker, and Marriage and Family Therapy Board.
2. Master's Degree, Licensed in Counseling, Social Work, or Marriage and Family Therapy Board by the Ohio State Board or eligible for such.
3. Prior experience as a child/adolescent Therapist.