

JOB DUTIES:

- Report to the Clinical Director
- Conduct Assessments
- Determine treatment needs
- Facilitate individual, group and/or family sessions, under supervision
- Conduct initial assessments as well as follow-up assessments
- Work with clients to develop individualized case plans
- Write case notes on residents regarding interactions, behaviors, etc. in a timely and clear, concise manner
- Monitor and document client's progression with therapy
- Communicate information regarding clients to appropriate staff
- Participate in weekly Treatment Team Meetings
- Create Aftercare plans for clients upon release from care
- Act as a liaison for clients with the insurance companies, as requested
- Suggest ways to make programming better for the clients
- Attend and complete yearly training
- Transport clients on occasion to various functions
- Compile documentation for yearly audits
- Coordinate/communicate with all other departments
- Assist in other departments as deemed necessary
- Communicate with client's probation officers on progress
- Represent The Phoenix Center in court when necessary
- All other duties deemed necessary by TPC management

SKILLS REQUIRED:

- Organization
- Time Management
- Technology Skills
- Communication
- Deal with Demanding Situations

EDUCATION REQUIREMENTS:

- Bachelor's degree in social or health services from an accredited college or university (e.g.: Social Work, Psychology, Counseling)
- Licensure/Certification or Provisional Licensure/Certification Eligible LSW, LISW, LISW-S, LPC, LPCC, LPCC-S

MINIMUM QUALIFICATIONS:

The applicant must show proof of holding and must continue to maintain valid permits, licenses and certifications as may be required for this.

The applicant must have a valid Driver's License. Applicant must have the ability to deal with and solve problems involving several variables in somewhat unfamiliar settings and topics.

All the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability as deemed necessary to perform the job proficiently.

This job description is not to be construed as an exhaustive statement list of duties, responsibilities, or requirements. Employees may be required to perform any other job-related tasks as required by their supervisor, subject to reasonable accommodation.

The Phoenix Center is an Equal Opportunity Employer; applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, and national origin, disability, age or Vietnam-era status.

Staff Signature: _____ **Date:** _____

Management Signature: _____ **Date:** _____