

*Psychotherapist – School-based*

***Status:*** Fee-For-Service Commission, Hourly Rate

***Reports to:*** School-based Clinical Supervisor

***Supervises:*** N/A

***Qualifications:*** Must be a Licensed Professional Counselor, Licensed Clinical Social Worker, Licensed Marriage & Family Therapist, Licensed Psychologist in the State of Wisconsin or the equivalent training license in one of these areas.

***Skills/Knowledge Required:***

* Proficient in the areas of: family systems, child development, trauma, and child welfare laws.
* Capacity to work cooperatively and independently in order to manage and coordinate the assigned responsibilities.
* Capacity to display a positive, optimistic, accepting attitude toward staff, clients, and the community.
* Ability to problem-solve and mediate and provide consultation and education regarding clinical and service delivery issues that arise with staff, clients and community professionals.
* Proficient in providing mental health assessment, diagnosis and treatment of children, teens & adults.
* Knowledgeable of and compliant with ethical and legal standards for the profession and clinical practice.
* Experience in the treatment of victims of abuse, and trauma.
* Understanding of legal, ethical statutes, guidelines, ethical standards governing mental health care of children and families: confidentiality, child welfare, child abuse.
* Excellent communication skills.
* Proficient in use of computers (Electronic Health Record Systems)
* Ability to work cooperatively with supervisor and colleagues as part of a team and make positive, proactive contributions to agency culture.
* Ability to work collaboratively with school personnel

***Tasks & Responsibilities:***

* Represent the agency in a friendly, professional manner
* In coordination with the agency’s mission, implement, and deliver services (trauma-informed service delivery, trauma-sensitive care, team-based services to victims, psychotherapy services, intake, community outreach)
* Maintain current Wisconsin State clinical licensure; uphold ethical standards in accordance with Wisconsin professional licensing board standards.
* Maintain the highest quality assessment and psychotherapy standards and compliance with all State of Wisconsin requirements for Outpatient Mental Health Clinics.
* Provide Assessment, intake, case management, individual therapy, couples counseling, and family therapy as needed for agency clients.
* Conduct client appointments within prescribed allowable periods and fulfill client charting/documentation requirements on time, per agency and insurance requirements.
* Complete and submit appropriate billing requirements by the end of the business day.
* Maintain client confidentiality and comply with all privacy and HIPAA guidelines.
* Work cooperatively with supervisor and colleagues as part of a team and make positive, proactive contributions to agency culture.
* Work collaboratively with school personnel, and families of clients.
* Work within any grant funded protocol as appropriate.
* Abide by established agency procedures and protocols.
* Attend clinical consultation, peer consultation, staff meetings, and other internal gatherings in accordance with supervisor directives and attend external meetings in the community as needed.
* Review client progress with input from clients at least every 90 days or 6 sessions, whichever is longer.
* Review client progress or lack of progress and high risk cases in Clinical Collaboration meetings according to agency standards, document resulting recommendations in the chart and adjust the client treatment plan accordingly.
* Provide emergency after-hours coverage as assigned.
* Make appropriate use of community resources, including referral of clients when necessary.
* Participate in agency marketing and public relations efforts if assigned.
* Fulfill continuing education requirements to maintain state licensure
* Maintain positive and cooperative working relationship with all agency staff.
* Perform other tasks and responsibilities as assigned by the Clinical Supervisors or Clinical Director.

***Qualifications***

* To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Education and/or Experience***

* Requires education generally equivalent to a master’s degree from a four-year college and a minimum of five years post graduate school.

***Language Skills***

* Ability to read and interpret documents such as safety rules, instructions and procedure manuals. Ability to write routine correspondence. Ability to speak effectively before groups of clients or employees of the organization.

***Mathematical Skills***

* Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to deal with problems involving a few concrete variables in standardized situations.

***Reasoning Ability***

* Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving several concrete variables in standardized situations.

***Physical Demands***

* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or touch objects. The employee is occasionally required to stand; walk; sit; reach above shoulders; climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds when stocking office supplies. Specific vision abilities required by the job include close vision and peripheral vision.

***Work Environment***

* The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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| Employee Acknowledgment |  | Date: |  |
| The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation. |