



JOB POSITION DESCRIPTIONS

EMPLOYEE NAME: _____ POSITION START DATE: _____

POSITION:	Therapist
RESPONSIBLE TO:	Clinical Director
SUPERVISED BY:	Clinical Director
POSITION/INDIVIDUALS SUPERVISED:	None
INTERRELATIONSHIPS:	Maintains open communication lines with facility staff, attending clinicians and physicians, patients and families. Liaisons with community agencies, vendors, and payor of health services.
INTERRELATIONSHIPS:	Maintains open communication lines with Program Directors, Director of Operations, Executive Director, Case Managers, HR, other corporate and center staff, attending clinicians and physicians, clients and families. Liaisons with patient's family members, significant others, community agencies, payers of health care services, and others, as assigned by the Clinical Director.
POSITION PURPOSE:	
The Therapist is responsible for performing a wide variety of patient care activities as directed by the attending physician, Medical Director and Clinical Director. He/she will be responsible for patient caseload and will provide group, individual, and family therapy. Will conduct bio-psychosocial assessments. Collaborates with the treatment team to formulate the master treatment plan, and assists in coordinating discharge planning. Has primary responsibility for maintaining communication with the referral source and other services provided as needed. He/she functions under the guidance of their licensure, registration and/or certification and in accordance with the regulations, rules, and requirements of State and Federal government and accrediting organizations.	
POSITION REQUIREMENTS/QUALIFICATIONS DESIRED:	
1. EDUCATION:	Master's Degree in Social Work, Mental Health Counseling, Marriage and Family Therapy or Healthcare related major, required
2. EXPERIENCE:	Three to Five Years of work experience in substance use disorder and/ or mental health field, preferred
3. LICENSURE/CERFICATION:	License to practice in applicable state, preferred and/or applicable clinical certifications per state, preferred.
4. SKILLS/ABILITIES:	Demonstrates Proficiency in Communication & Written skills.

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<p>3. REASON FOR JOB RESPONSIBILITY/FUNCTION:</p>	<p>and expectations that may be inherent in the position.</p> <p>To assist patients understand their problems and what causes them to engage in addictive behavior. To help patients understand ways to cope and potentially incorporate methods, such as the 12-step program, to help patients toward recovery/relapse prevention</p>
<p>SPECIFIC AREAS OF RESPONSIBILITY TO POSITION:</p>	
<ol style="list-style-type: none"> 1. Review assessments from referring facilities and note problems/issues that require further attention and integrate this information into patient's current course of treatment. 2. Contact referral source and other key individuals no less than weekly to gather additional information as necessary and to update on progress. 3. Complete ASAM Forms (admission, continued stay, transfers and Discharge) for each level of care. Documenting Criteria. 4. Gather comprehensive diagnostic information through biopsychosocial assessment within 3 days of admission. 5. Complete initial Trac9 assessment upon intake, and weekly thereafter, to identify problem areas that may affect treatment and/or need to be addressed in treatment planning. 6. Initiate collateral call to family and/or support system within 72 hours of admission. 7. Follow-up on safe-call, if contact was unavailable upon intake, within 24 hours of admission. 8. Present Biopsychosocial and diagnostic information to treatment team in a clear, concise manner. 9. During first session with patient, review initial treatment plan, including case management issues and be sure that patient and staff assignments and responsibilities are understood and in progress. 10. Formulate a comprehensive treatment plan with patient that effectively addresses patient issues and is completed within established time frames. 11. Develop clearly stated treatment goals and objectives that are measurable and that are patient driven. 12. Develop interventions that will accomplish goals and objectives and state the planned frequency of interventions. 13. Facilitate daily process groups connecting treatment plan goals and objectives. 14. Participate effectively in multidisciplinary treatment plan reviews, demonstrating adequate preparation and understanding of patient issues, progress, areas of resistance, positive and negative strategies, etc. 15. Document the patient's progress accurately as it relates to treatment goals and objectives. 16. Continue treatment planning process throughout patient's stay in treatment, opening new problems and developing or revising treatment plans as necessary. 17. Complete transfer summaries as patients move through appropriate levels of care. 18. Assist patients in gaining group process skills. 19. Track patient's clinical problems in group. 20. Utilize experiential techniques effectively. 21. Create atmosphere in which self-disclosure is facilitated. 22. Conduct educational and process groups (lectures/videos/discussions) effectively. 23. Adhere to time schedules. 24. Provide individual counseling to patients at least one (1) times per week. 25. Assist patients gain insight into problems. 26. Give patient a clear picture of where he/she stands with regard to progress toward recovery as seen by the therapist and the multidisciplinary treatment team. 27. Enforce program rules and regulations in a firm but fair and respectful manner. 28. Confront counter-productive behavior appropriately and with respect. 29. Bond with patients and elicit respect. 30. Adapt to different types of patients. 31. Identify patient strengths and weaknesses and be able to document and work on them, per the treatment plan, throughout the course of treatment. 32. Maintain healthy boundaries with patients at all times. 33. Understand and apply the program's clinical philosophy. 34. Maintain regular contact and open communication with families consisting of one family session per week. 35. Assist families in identifying the problems and issues they need to work on. 36. Assist families in finding resources to help themselves including the family call line that takes place weekly. 37. Link patient with internal and external resources as needed to meet patient needs. 38. Assist patient in managing outside stressors (legal, financial, vocational, etc.) according to the best interests of the patient's progress in recovery. 	

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39. Demonstrate good strategic and problem-solving skills and utilizing morning meeting and group supervision to staff a case, if needed.
40. Be effective in finding needed resources and working in tandem with Case Management.
41. Maintain clinical records according to program policies and those of licensing and accrediting agencies.
42. Ensure that documentation is timely, consistent, clear and articulate and never copy/pasted from another note or another chart.
43. Keep clinical records secure at all times.
44. Use good clinical judgment in moving patient through treatment levels and ensuring there is supportive documentation in the Medical Record.
45. Prepare patient to maintain recovery post-discharge.
46. Develop a continuing care plan that meets patient needs for ongoing support following discharge.
47. Complete discharge summary within 5 days of patient discharge.
48. Therapist is responsible for having patient follow their treatment plan and transition to the next appropriate level of care as determined prior to admission.
49. Demonstrates ability to work with patients with substance use disorders.
50. Demonstrates knowledge of policies and procedures related to suicide, risk, and assessment and is observed assessing patients based on suicide safety and concerns.

Specific areas of responsibility to all positions;

1. Assists, promotes, and carries out philosophy of treatment.
2. Build positive relationships with staff and patients.
3. Represents the program to referral sources, potential patients, and other outside individuals and agencies in a courteous, professional manner that reflects positively on the program and its staff.
4. Answer telephones courteously and directs calls as requested.
5. Protects the confidentiality of patients and the privacy of staff.
6. Accepts and utilizes supervision.
7. Addresses problems noted by supervisor.
8. Demonstrate good strategic and problem-solving skills
9. Ensure that documentation is timely, consistent, clear and articulate
10. Keep records secure at all times.
11. Communicate with supervisor and keep supervisor informed of significant developments
12. Demonstrate willingness to accept responsibility.
13. Participate in Quality Improvement activities and contribute to the welfare of the organization
14. Pursue professional development through participation in education and training programs.
15. Has good work habits; get things done in a timely, efficient, manner with no excessive absences; is on time on scheduled shifts and prepared to begin work.
16. Function well as a team member and contribute positively to the morale of staff
17. Maintain good communication.
18. Willingness to be a team player.
19. To complete Incident reports as required.
20. To communicate with other staff as necessary to promote quality patient care.
21. Interact appropriately with patients, showing them respect while maintaining professional boundaries.
22. Maintain professional demeanor at all times.
23. Maintains the offices, residences, equipment and services of in a manner that preserves the dignity and provides for the comfort and safety of all individuals admitted for treatment as well as staff and visitors
24. Follows Infection Control guidelines at all times.
25. Reports personal symptoms of suspected illness or contagious diseases to the Infection Control Nurse
26. Maintains a good public relation with the addiction treatment community and associates.
27. Demonstrates adherence to accepted ethical and behavioral standards of conduct.
28. Performs other duties as assigned by Supervisor

CERTIFICATION OF RECEIPT AND UNDERSTANDING

I hereby certify that I have reviewed a complete copy of my position description and workplace environment and understand my duties, responsibilities and workplace environment as described in the job description. I agree to perform the duties herein.

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Employee Signature

Date

Human Resources

Date

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