



## **JOB DESCRIPTION**

**\*\*\*SENSITIVE\*\*\***

**Job Title:** Child/Family Therapist – Guad  
**Dept./Division:** Health  
**Unit:** Behavioral Health  
**Job Family/Class:** Behavioral Health Clinical Series  
**Supervised By:** Program Manager (Mental Health-Guad)  
**Employee Type:** Salary  
**Pay Grade:** G

**NATURE OF WORK:** Under the supervision of the Program Manager, conducts assessments, including making diagnosis and treatment recommendations; crisis interventions; urgent care appointments and individual, family and group therapy.

### **ESSENTIAL FUNCTIONS:**

- Performs counseling for children and their families; evaluates needs of client, writes treatment plans and provides referrals; may provide urgent-care, crisis intervention counseling or home visits to assess client progress.
- Performs case management activities such as consulting with other departments and agencies to coordinate care for patients, making recommendations for outside treatment and participating in staff meetings to determine best treatment for patients.
- Performs comprehensive assessments of clients; determines level of care and diagnosis, coordinates client eligibility for outside benefit assistance and orients clients to new programs.
- Provides case management, individual, family and group therapy in multiple settings as appropriate (office, in home services and school-based services).
- Coordinates services with other behavioral health components, such as Domestic Violence, Alcohol and Substance Abuse Program and other Tribal programs.
- Records all clinical contacts and completes all appropriate Arizona State Enrollment forms, treatment plans, updates and closures.
- Attends meetings, staffing or community events as a representative of the department; reports on activities and provides educational information about clinical services.
- Attends trainings to update licensure and ensure compliance with local, state and federal regulations.
- Performs other duties of a similar nature or level as requested by supervisor or director.

### **ESSENTIAL KNOWLEDGE AND SKILLS:**

#### **Knowledge of:**

- Interviewing and psychological assessment techniques;
- Principles, practices/theories for child and family treatment;
- Law and ethics as related to behavioral health practice;
- Management of behavioral health crisis', including risk assessment, crisis intervention techniques, crisis resources and hospitalization protocols;

- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

**Skills in & Ability to:**

- Client engagement, treatment planning and case management;
- Identifying and using the appropriate clinical interventions based on the client's presenting problems;
- Assess for imminent or potential lethal harm and intervene appropriately;
- Submit assessments, treatment plans, progress notes and other required clinical documentation accurately and on time and be able to track when updates are due;
- Working with dual diagnosis issues, serious emotional disorder (SED) and general mental health concerns;
- Using computers and related software applications;
- Diagnosis using the DSM-IV TR and the ICD-9;
- Manage workload, multiple priorities, and administrative responsibilities with minimal supervision;
- Work effectively with a multidisciplinary team of providers within and outside of the Department;
- Maintain confidentiality of information;
- Operating a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

**TRAINING AND EXPERIENCE:**

Have a Master's Degree in Psychology, Social Work or related field; plus five (5) years of post license professional counseling experience in a mental health related setting and; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**AND**

- Bilingual in English/Spanish preferred, but not required.

**LICENSING REQUIREMENTS:**

- Must possess and maintain a valid Arizona Driver's license.
- Must be an Arizona State independently licensed as a Behavioral Health Professional.

**BACKGROUND CHECK:**

- Must have a current Level 1 Arizona Clearance Card. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test.
- Funding and sensitivity of position will determine fingerprinting requirement.

*Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).*

**TRIBAL VEHICLE USE POLICY NOTICE:**

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage.

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing, repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing and balancing. Incumbents may be subjected to fumes, odors, dusts, gases, poor ventilation, extreme temperatures, and work space restrictions.

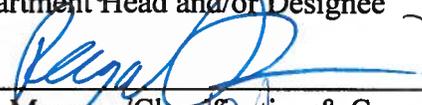
**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**This position will require the incumbent to work non-traditional hours, nights and weekends.**

*This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.*

Review and Approved by:

  
\_\_\_\_\_  
Department Head and/or Designee

  
\_\_\_\_\_  
H.R. Manager/Classification & Compensation

  
\_\_\_\_\_  
Human Resources Director

3/5/2014  
Date

3/12/14  
3/12/2014  
Date

3/17/14  
Date

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