

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CLINICAL THERAPIST I  
CLASS CODE: 2048  
  
FLSA STATUS: EXEMPT  
SUPERVISORY STATUS: NONE  
  
EFFECTIVE DATE: 09/29/2010 (REVISED 09/05/2008 VERSION)  
DEPARTMENT: DIVISION OF SUBSTANCE ABUSE

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## **JOB SUMMARY**

Under general direction, performs entry level professional counseling work. Assesses individual consumer needs, develops and implements appropriate service treatments, and monitors the progress of individual participants.

## **ESSENTIAL FUNCTIONS**

Conducts individual, family, and group counseling sessions according to individualized treatment plans and in accordance with professional standards.

Utilizes appropriate case management strategies according to the consumer's individualized treatment plan.

Interviews individuals to assess and identify problems relating to alcohol, mental health, employment, drugs, and other sources using approved assessment instruments, social history, and consultation with community resources.

Prepares reports for the courts and other parties and makes appropriate recommendations relating to treatment options using information gathered during an intake interview, by following legal guidelines, through collateral contacts, and by reviewing assessment results.

Ensures reports and other paperwork for courts and/or other entities will be delivered in a timely manner and in a format approved by Utah County Division of Substance Abuse (UCDSA).

Makes treatment/social service referrals to appropriate agencies in order to affect a positive impact on the individuals' progress.

Creates, maintains, and submits various records and documents accurately and on a timely basis in an appropriate manner.

Monitors consumers referred to UCDSA for compliance and ensures proper communication with the referring entities including preparation of reports.

Completes various administrative forms to ensure accurate data collection for statistical reports, fee setting and billing, MIS, and other purposes.

Coordinates with local and state-wide treatment providers and social service agencies in order to facilitate collaboration efforts.

Acts as a UCDSA representative in court and interagency meetings to provide information to judges and other court personnel and to communicate information to appropriate agency staff to ensure follow through.

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Maintains current knowledge of UCDSA and state division policies, assessment and treatment techniques, alcohol and drug laws and sanctions, criminal justice system, and community resources through in-service training, seminars, workshops, and publications.

Provides psycho social services and coordinates psycho social services delivery with appropriate agencies.

Maintains current knowledge of UCDSA and state division policies, assessment and treatment techniques, alcohol and drug laws and sanctions, criminal justice system, and community resources through in-service training, seminars, workshops, and publications.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** Interviewing methods and techniques; principles and practices related to social casework and alcohol and drug assessment instruments; the principles and practices of clinical diagnostic activities and various modalities of psychotherapy, counseling, and abnormal psychology (emphasizing substance abuse); crisis intervention techniques; the basic structure of the criminal justice system; and federal, state and local ordinances and policies regarding therapeutic issues.

**Skill in:** Word processing and basic programs; developing and reviewing individualized treatment plans and conducting individual and group therapy; and document composition.

**Ability to:** Maintain cooperative working relationships with those contacted in the course of work activities; identify and assess symptoms of substance abuse; communicate effectively verbally and in writing; maintain files, records, and reports; and coordinate multiple tasks efficiently.

### **PHYSICAL DEMANDS**

**Regularly:** Sits at a desk or table; works for sustained periods of time maintaining concentrated attention to detail.

**Occasionally:** Walks, stands, or stoops; lifts or otherwise moves objects weighing up to 20 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is performed in an environmentally controlled building; work exposes incumbent to contagious or infectious diseases and to potentially hostile situations.

### **EDUCATION AND EXPERIENCE**

Masters Degree in Social Work, Psychology, Marriage and Family Therapy, Professional Counseling, or a DOPL approved program.

Selected applicants may be subject to a background check.

### **LICENSING AND CERTIFICATION**

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

Applicant must be licensed under the Mental Health Professional Practice Act (UCA 58-60) as one of the following: Associate Professional Counselor Intern (APC); Associate Marriage and Family Therapist (AMFT); Certified Social Worker Intern (CSWI), Certified Social Worker (CSW); Licensed Clinical Social Worker (LCSW); Licensed Professional Counselor (LPC); Marriage and Family Therapist (MFT); physician

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and surgeon or osteopathic physician engaged in the practice of mental health therapy; advanced practice registered nurse specializing in psychiatric mental health nursing or licensed psychologist qualified to engage in the practice of mental health therapy.

Incumbents possessing temporary licensure (APC, AMFT, CSWI) must obtain, and thereafter maintain, acceptable renewable licensure within the time frames outlined in UCA 58-60-117, 205, 305, and 405 to maintain employment in this classification. Incumbents are required to complete continuing education required to maintain licensure.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.