**Victory Bay Recovery Center Job Description**

**Job Title:** Primary Therapist

**Base:** Victory Bay Recovery Center

**Direct Supervisor:** Clinical Supervisor, Alexa Garvey

**Job Purpose Summary**:

* Responsibilities include providing clinical services to the clients of Victory Bay Recovery Center struggling with development of coping skills and emotional regulation. Therapist will be responsible for a caseload of minimum of 14 clients and facilitation of 4 groups on a weekly basis. Therapist is expected to meet with clients on caseload on a weekly basis. Therapists expected to make biweekly contact with family or support member.

**Key Performance Indicators Include**:

* + Documentation of Individual and Group Therapy Notation Interface within 24 hours. Level of Service Report is reviewed on a weekly basis to indicate therapist efficiency at documentation.
	+ Group Auditing Procedure conducted semi-annually to ensure efficiency of following group curriculum and ensuring client skill building for substance use and mental health needs. Group Audit score meets minimum of 3.3 requirement.
	+ Completion of Client Treatment Planning within 30 days of initial evaluation/assessment.
	+ Ensuring quality of care is met with use of evidence-based treatment and utilization of outcome-based data to reduce symptomatic response of client co-occurring conditions.
	+ Chart Auditing conducted quarterly to ensure efficiency of following clinical notation standards. Chart Audit score meets minimum of 3.3 requirement.

**Job Responsibilities:**

* Assess the counseling needs of the client.
* Assessing client for substance abuse and mental health diagnosis using DSM, PHQ-9 and Columbia Scale criteria in determining appropriate level of care based on ASAM and DSM criteria.
* Review previous records that are relevant to the current treatment episode.
* Preparing and providing the substance abuse counseling and co-occurring portions of the client treatment plan
* Development of the client discharge/continuum of care plan to ensure movement to the appropriate levels of care.
* Documenting all client records, counseling and education services, assessments, reassessments, referrals and follow-up in the client’s clinical record.
* Provide coordination of support services for the client/family and record the services provided in the client’s clinical record.
* Contact and coordination with referral sources, (i.e. legal, school, employer, etc.)
* Facilitate needed interventions for crisis-orientated issues utilizing a multi-disciplinary team approach for assigned clients.
* Facilitate group sessions.
* Documenting: Discharge, Individual Sessions, Weekly Calls, Level of care changes, group sessions and treatment plans.

**Core Competencies:**

* Group/Individual Therapy Facilitation
* Documentation & Charting
* Crisis Management
* Treatment Planning
* Family Engagement

**Clinical Competencies:**

* Screening
* Intake/Orientation
* Assessment
* Treatment/Discharge Planning
* Crisis Intervention
* Counseling
* Consultation
* Case Management
* Client Education
* Referral
* Report and Recordkeeping

**Job Type**: Full-time

**Required education**: Associate licensed therapist

**Proper Knowledge and Skills**:

* Proper English and grammar, usage and spelling
* Software application related to the field
* General offices principles and practices
* Basic computer knowledge including email etiquette
* Professional phone and customer service demeanor

**Physical requirements:**

* Must be able to lift 20-50 lbs.
* Occasional to frequent walking, sitting, standing, driving
* Close eye work (computers, typing, reading, writing)

**Environmental Factors:**

* Communicable diseases
* Hot/cold temperatures
* Environmental conditions may vary

**Required licenses or certifications**:

* Current CPR Certification
* Narcan Certified