

## **OUTPATIENT THERAPIST JOB DESCRIPTION**

**Position Summary:** The outpatient therapist provides counseling services to individuals, couples, families and groups as assigned by the Counseling Program Supervisor.

### **Major Task**

1. Provides therapy for clients as assigned.
2. Maintains appropriate level of confidentiality regarding clients and other office matters.
3. Seeks out professional consultation or supervision with Counseling Program Director or other assigned supervisor.
4. Provides workshops and presentations to communities or organizations as assigned or approved by the Counseling Program Director.
5. Maintains case records in accordance with the Agency's policies and laws governing privileged records.
6. Maintains a high standard of professionalism by continuing to stay current in respective field through professional reading, training, and consultation.
7. Attends staff meetings, case consultation and other meetings as assigned by Counseling Program Director or Executive Director.
8. Networks with local agencies, service providers, community resources so that appropriate referrals can be made.
9. Establishes and maintains services in outreach offices as assigned by Counseling Program Director.
10. Assist Counseling Program Director and Executive Director in the ongoing evaluation and development of agency policies and programs so the agency can more effectively carry out its mission of service.
11. Assists in the collection of fees from clients for services rendered.
12. Assists agency staff in establishing a plan that increases staff/agency visibility, accesses local opportunities and secures the resources and support to address needs.
13. Represents Catholic Social Services at professional meetings as assigned by the Counseling Program Director or Executive Director.

14. Other Duties as assigned by Catholic Social Services' Counseling Program Supervisor or Executive Director.

### **Requirements of the Position**

1. A Master's Degree in human services field.
2. Obtains and maintains license in respective field by fulfilling requirements of state licensing board. Obtains continuing education units (CEUs) and documents with the Agency.
3. Informs Counseling Program Director of changes in license status or if complaints have been made to the licensing or certification board.
4. Has a basic understanding of Catholic Social Teaching and demonstrates a willingness to live a personal and professional life in accordance with this teaching.
5. Position requires some travel and overnight stays may be required.

### **Relationship**

1. Reports directly to the Counseling Program Director or Executive Director.
2. Needs to maintain effective working relationship with co-workers, other social services agencies, Catholic Diocese, parishes, schools, United Way and other nonprofit agencies.
3. Maintains a professional image to the public.