

## **CHILDREN'S FRIEND AND SERVICE**

### **Job Description**

**Job graded: 11**

**Position:** Preschool Clinician

**Reports to:** Supervisor of Mental Health and Disabilities

**Qualifications:** Masters Degree in Social Work, Mental Health Counseling or a related field from an accredited school. Must have an independent license; LICSW or LMHC. Must have a good working knowledge of clinical counseling services with children and families. Must have a valid driver's license, and car, and auto liability insurance.

### **Job Responsibilities**

1. Provide comprehensive assessment and diagnosis of children, parents and families.
2. Provide individual, family and group psychotherapy to clients of the Family Counseling Program. This psychotherapy may be home, office or community based, and may include crisis intervention services on an as needed basis.
3. Assume intake and enrollment responsibilities for Kids Connect.
4. Provide a minimum of one hour of weekly supervision to Therapeutic Integration Specialists.
5. Complete annual performance evaluations for assigned Therapeutic Integration Specialists.
6. Coordinate and collaborate with providers in other service systems including; DCYF, legal, judicial, medical, educational, human services, etc.
7. Maintain accurate client records and complete all necessary documentation within established program time frames, which includes all Kids Connect intake paperwork and Therapeutic Integration Plans.
8. Complete timely insurance authorizations as necessary and maintain current information regarding insurance eligibility.
9. Constructively utilize formal and peer supervision to evaluate and improve effectiveness in providing services to clients. This includes active participation in weekly team meetings and the peer review process.

10. Provide after hour's beeper coverage on a rotating basis, for additional compensation.
11. Identify training needs and actively participate in training program. Assume additional responsibility for professional development by reviewing appropriate literature and attending relevant conferences and workshops. (including Children's Friend's core training program).
12. Interact effectively and respectfully with others and particularly with individuals whose backgrounds and life experiences are different from one's own.
13. Contribute to the overall success and quality of the agency by working constructively and collaboratively with other staff members to address programmatic and agency-wide issues and needs.
14. Maintain productivity standard.
15. Complete other duties as assigned.

I have read the above list of duties pertaining to my position. I agree to adhere to the policies and procedures of Children's Friend.

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Employee's Signature

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Date