



JOB TITLE: MARRIAGE AND FAMILY THERAPIST
DEPARTMENT: CLINICAL/TREATMENT
SUPERVISION: CLINICAL SUPERVISION

DESCRIPTION:

A marriage and family therapist is a highly trained mental health professional who helps families deal with relationship and behavioral issues. MFT's seek to secure and long-term solution to mental and emotional disorders and a wide variety of relationship issues. Services are provided in an integrated behavioral health setting, of multi-disciplinary para-professional and professionals with a person-centered, family-centered, recovery-orientated approach to care.

JOB DUTIES AND RESPONSIBILITIES:

1. Orient consumers to program philosophy, expectations, services available, treatment process, rules and regulations, consumer rights and other pertinent information.
2. Conduct individual, family and group therapy.
3. Submit timely, complete and accurate documentation of each session including behaviors and progress in treatment.
4. Manage and organize an active caseload.
5. Arrange for after care and discharge planning.
6. Maintain positive relationships with community and referral agencies.
7. Participate in multidisciplinary team staffing.
8. Attend all assigned agency trainings, staff development, supervision and staff meeting as scheduled.
9. Regular review of policies and procedure of the agency including Medicaid requirements.
10. Provide QI and Peer Review data as required.
11. Knowledge of ASAM.
12. Maintain State required certification.
13. Work with diverse population.
14. Conducts intake interviews on new consumers.
15. Assesses and/or diagnoses consumer needs.
16. Participates in treatment team, staff, and professional meetings to discuss consumer progress.
17. Assist in developing community resources for preventive mental health services.
18. Prepares and regularly maintains progress notes, closing, and/or transfer summaries on consumers and related duties as required.

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19. Provides specialized services to the Vitality Center, such as special program coordination and management.
20. Interpret to professionals and provide groups to fit the psychosocial needs of consumers by identifying psychosocial disorders.
21. Conducts reviews of consumer services for compliance with established policies and procedures set forth by Vitality Center and governing agencies.
22. Ensures confidentiality of consumer as required by 42CFR Part II.
23. Follows Code of Ethic as stated in NAC 458.

DESIRABLE QUALIFICATIONS:

Prior experience providing counseling services to the substance abuse, co-occurring disorder, and homeless consumers

To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in-group problem solving situations; Uses reason even when dealing with emotional topics.
- **Consumer Service** - Manages difficult or emotional situations; Responds promptly to consumer needs; Solicits consumer comments to improve service; Responds to requests for service and assistance; Meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** - Writes clearly and concisely; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

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- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
- **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time. Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources. Sets goals and objectives. Organizes or schedules other people and their tasks. Develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

COMPETENCIES:

1. Person-centered, family-centered, recovery-orientated care;
2. The ability to recognize your own limitations and respond to difficult situations;
3. Good communication skills;

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4. Display enthusiasm, respect and flexibility in the work place; he ability to collaborate with colleagues and community partners from other disciplines;
5. The ability to adhere to all privacy and confidentiality policies; and
6. The ability to use electronic health records.

EDUCATION:

Holds and undergraduate degree from a regionally accredited institution approved by the Board. Completed residency training in psychiatry from a accredited college, university; or institution approved by the Board or; a graduate Mental Health degree in marriage and family therapy, psychology, or social work or; completed other education and training which is deemed equivalent by the Board and has at least 2 years of postgraduate experience practicing marriage and family therapy and; at lese 3,000 hours of supervised experience in marriage and family therapy; which includes at lease 1,500 hours consisting of direct face-to-face contact with consumers and; holds an undergraduate degree from a regionally accredited institution approved by the Board.

I have read the job description and understand fully the duties of my position.

Employee Signature

Date

Human Resources Coordinator