



**JOB TITLE: MARRIAGE AND FAMILY THERAPIST (MFT) AND INTERN**  
**DEPARTMENT: CLINICAL DEPARTMENT**  
**LOCATION (S): CARSON CITY, DAYTON, ELKO, RENO**  
**SUPERVISION: PROGRAM COORDINATOR / CLINICAL SUPERVISOR**

#### **JOB SUMMARY:**

The Marriage and Family Therapist (MFT) or Intern (MFT-I) is responsible for ensuring the quality of the treatment program. The Marriage and Family Therapist performs concurrent and retrospective treatment file review of adult inpatient files, outpatient files, and detoxification and CPC files. The Marriage and Family Therapist works in conjunction with the Clinical Supervisor and the Program Coordinator to develop/implement modifications to the adult treatment schedules and treatment forms and formulation of new treatment program formats. The job duties include providing assessment, diagnosis, treatment, and case management services to individuals relating to substance abuse and possible mental illness and or emotional problems in a community-based treatment setting. Also performs other duties and responsibilities as assigned by the Clinical Supervisor.

The Marriage and Family Therapist reports to and receives direct supervision from the Clinical Supervisor. In conducting position requirements, the incumbent maintains a cooperative working relationship with other project staff, exercises sound judgment, demonstrates initiative and maintains the confidentiality of protected health information as required by law.

#### **JOB DUTIES AND RESPONSIBILITIES:**

- Conducts intake interviews with new consumers/residents.
- Assesses and/or diagnoses consumer/resident needs.
- Conducts individual and/or group therapy.
- Participates in treatment team, staff, and professional meetings to discuss consumer/resident progress.
- Assist in developing community resources for preventive mental health services.
- Prepares and regularly maintains progress notes, closing, and/or transfer summaries on consumers/residents and related duties as required.
- Provides specialized services to Vitality Unlimited, such as special program coordination and management.
- Interpret to professionals and provide groups to fit the psychosocial needs of consumers by identifying psychosocial disorders.
- Conducts reviews of consumer/resident services for compliance with established policies and procedures set forth by Vitality Unlimited and governing agencies.

- Ensures confidentiality of consumer/resident as required by 42CFR Part II.
- Follows Code of Ethic as stated in NAC 641C.
- Quality Assurance and other duties as assigned.
- The ability to use the electronic health record.
- Maintain up to date consumer records.
- Demonstrate dependability and adaptability.
- Cultivate relationships with referring agencies and other outside resources.
- Performs other related duties as required.
- Orient consumers to program philosophy, expectations, services available, treatment process, rules and regulations, consumer/resident rights and other pertinent information.
- Conduct individual, family and group therapy.
- Submit timely, complete, and accurate documentation of each session including behaviors and progress in treatment.
- Manage and organize an active caseload.
- Arrange for after care and discharge planning.
- Maintain positive relationships with community and referral agencies.
- Participate in multidisciplinary team staffing.
- Attend all assigned agency trainings, staff development, supervision and staff meeting as scheduled.
- Regular review of policies and procedure of the agency including Medicaid requirements.
- Provide QI and Peer Review data as required.
- Knowledge of theories and research on personality and intellectual growth and development, individual differences, human motivation, and substance abuse disorders, and co-occurring disorders
- Knowledge of interview techniques.
- Knowledge of current trends in the field of substance abuse, mental health, and homeless issues.
- Knowledge of local community resources.
- Ability to assess, diagnosis, and implement treatment plans for consumers/residents.
- Ability to establish and maintain effective working relationships with consumers/residents, community groups and staff members.
- Ability to communicate effectively in both oral and written form.
- Ability to perform counseling services with limited supervision and within a framework of standard policies and procedures.
- Ability and experience to work under limited supervision.
- Meet with MFT supervisor as required.

## KNOWLEDGE AND SKILLS:

- Prior experience providing counseling services to substance use, co-occurring disorders, consumers.
- Provide crisis intervention and support to consumers during challenging situations.
- Collaborate with emergency services and crisis teams when necessary to ensure the safety and well-being of consumers.
- Other duties as assigned.

## QUALIFICATIONS:

- A minimum of five (5) years' experience in the field of treating addictive disorders and knowledge of a wide range of treatment approaches to enhance services.
- Must have a minimum of two (2) years supervisory experience as a Marriage and Family Therapist.
- Must provide certification at time of employment.
- A valid Nevada Driver License and proof of insurance.
- Must have an acceptable driving record.
- Capable of responding to resident's needs in a variety of situations.
- Physical stamina and the ability to perform tasks that require bending, lifting, sitting, and standing for extended periods of time.
- Must consistently provide a negative drug screen from illicit substance.
- Must demonstrate a thorough knowledge of Vitality Unlimited policies and procedures.
- Must possess and show aptitude for following direction.
- Capable of responding to consumers' needs in a variety of situations.
- Physical stamina and the ability to perform tasks that require bending, lifting, and standing for extended periods of time.
- Must consistently provide a negative drug screen from illicit substances.
- Must demonstrate a thorough knowledge of Vitality Center policies and procedures.
- Must possess and show aptitude for following direction.

## EDUCATION:

- The qualified candidate should have minimum of a Master's Degree in Social Work, Psychology or Counseling, with Licensure in the State of Nevada as a Marriage and Family Therapist must meet qualifications to maintain licensure regulated by the State of Nevada.
- Must have knowledge of psychotropic drugs, symptoms, and effects.
- Licensure by the State of Nevada as a Marriage and Family Therapist

- Five years of full-time work experience in addictions and behavioral health settings.

**MARRIAGE AND FAMILY THERAPIST:**

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Specialist Signature  
Date

\_\_\_\_\_  
Date

Job description. Revised 08 / 23

Reference: Information obtained from Velvet (n.d.) Family Therapist Job Description. Velvet Retrieved from: <https://www.velvetjobs.com/job-descriptions/family-therapist>