



## Job Description

Program/Department <b>Neurodiversity &amp; Mental Health</b>		
<b>Clinic Job Title Bilingual Therapist</b>		
Reports to <b>Clinical Director/Program Manager</b>	<i>Title</i>	
Supervises N/A		
<p>Eligible For:</p> <p><input checked="" type="checkbox"/> Medical, Dental, Vision, Life Insurance, Cell phone stipend, mileage reimbursement</p> <p><i>O&amp;A has fewer than 50 employees and is therefore not required by Federal law to offer benefits under the Family Medical Leave Act (FMLA)</i></p> <p><input checked="" type="checkbox"/> Paid Time Off (vacation, sick, personal leave, jury duty, bereavement and holiday)</p>	<p>Type of position:</p> <p><input checked="" type="checkbox"/> Full-time</p> <p><input type="checkbox"/> Part-time</p> <p><input type="checkbox"/> Contractor</p> <p><input type="checkbox"/> Intern</p>	<p>Hours <u>37.5</u> / week</p> <p><input type="checkbox"/> Exempt</p> <p><input checked="" type="checkbox"/> Nonexempt (overtime must be approved in advance)</p> <p><i>Illinois law requires that if an employee works 7 ½ consecutive hours or more, he must be given a meal break no later than the end of the 5<sup>th</sup> hour of at least 20 minutes. To deduct it as non working it must be at least 30 minutes in length.</i></p>
<p><b>Job Summary:</b></p> <p><b>Bilingual Spanish required.</b> Under the supervision of the clinical director/program manager the therapist within the neurodiversity &amp; mental health clinic has the opportunity to support clients and families within our clinic setting. Direct therapy with a variety of modalities to support clients that are neurodiverse and have a dual diagnosis of mental health. Individual therapy, family therapy, groups and ongoing continuing educational support. Some weekends and evening hours will be required to support an ongoing case load. This program is currently grant funded.</p> <p><b>Work Hours:</b> 37.5 hours per week (1.0 FTE); nights and/or weekend work</p> <p><b>Essential Functions</b></p> <ul style="list-style-type: none"> <li>• Provide direct therapeutic support and interventions to clients</li> <li>• Maintain a case load of clients on a weekly/biweekly basis</li> <li>• Ability to work evenings and some weekends as needed</li> <li>• Facilitate therapeutic groups as needed</li> <li>• Case note appropriately in EHR system in a timely and effective manner</li> <li>• Understand and support the mission, vision and values of Options and Advocacy.</li> </ul>		

Program/Department	<b>Neurodiversity &amp; Mental Health Clinic</b>	
Job Title	<b>Therapist</b>	
Reports to	<b>Clinical Director/Program Manager</b>	<i>Title</i>
<p><b>Professional Background and Experience</b></p> <p><u>Education</u></p> <ul style="list-style-type: none"> <li>• Master's degree from accredited university in the area of social work, counseling or related preferred. Will consider current graduate students who will complete degree within 12-18 months</li> <li>• Ability to sit for LSW/LPC exam post graduation</li> <li>• Experience providing various of therapeutic interventions to variety of clients</li> </ul> <p><u>Experience</u></p> <ul style="list-style-type: none"> <li>• Understanding and support of neurodiversity movement as it relates to supporting clients, community and therapeutic supports.</li> <li>• Understanding of mental health as it relates to supporting the neurodivergent community</li> </ul> <p><b>Skills and Capabilities</b></p> <ul style="list-style-type: none"> <li>• Ability to work cooperatively within a multi-disciplinary, multi-agency team approach that also includes parents, and other community members and agencies</li> <li>• Ability to communicate clearly, both orally and in writing</li> <li>• Ability to work independently, maintaining accurate accounting of caseload and meeting requirements for each client</li> <li>• Ability to understand, interpret and explain a complex state system of rules, principles and guidelines and ensure that all aspects of those rules are integrated into your work</li> <li>• Ability to facilitate communications among diverse populations</li> <li>• Ability to work within a framework of diversity, inclusion, and equality which allows for all types of differences among the people you serve and the people you work with</li> <li>• Excellent organizational skills and the ability to successfully manage a caseload</li> <li>• Possess a strong commitment to child and family centered services and excellent communication skills, including the ability to use conflict resolution techniques</li> <li>• Demonstrate knowledge of the neurodiversity movement, social model of disability and ability to</li> </ul>		

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Reports to	<b>Clinical Director/Program Manager</b>	<i>Title</i>
	<p>support co-occurring mental health conditions of clients, family and community.</p> <ul style="list-style-type: none"> <li>• Establishes positive, trusting rapport with clients.</li> <li>• Completes biopsychosocial with client and all other required assessments as needed</li> <li>• Diagnoses and provides therapeutic support to clients with mental health.</li> <li>• Creates individualized treatment plans according to client needs and circumstances</li> <li>• Meets with clients regularly to provide counseling, treatment and adjust treatment plans as necessary</li> <li>• Conducts ongoing assessments of client's progress in EHR</li> <li>• Involves and advises family members when appropriate</li> <li>• Engages in regular supervision and consult with clinical director</li> <li>• Refers patients to outside specialists or agencies when necessary</li> <li>• Maintains thorough records of client meetings and progress</li> <li>• Follows all safety protocols and maintains client HIPAA confidentiality</li> <li>• Follows code of ethics as it relates to area of expertise</li> <li>• Contributes to practice by accomplishing related tasks as needed</li> <li>• Ability to make and maintain personal work schedule using Outlook and EHR system</li> <li>• Possess a valid driver's license and follow safe driving techniques</li> <li>• Possess regular access to a working vehicle</li> <li>• Provide certificate of automobile insurance per policy</li> </ul> <p><b>Physical Abilities</b></p> <ul style="list-style-type: none"> <li>• Ability to read, write and communicate effectively in English</li> <li>• Bilingual Spanish required</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Ability to lift and/or move at least 10 pounds using proper body mechanics</li> <li>• Visual acuity to read a computer screen and other documents</li> <li>• Ability to utilize the telephone and respond to callers</li> </ul> <p><b>Additional Duties</b></p> <ul style="list-style-type: none"> <li>• Coordinate referral process within or outside agency, in line with individual's needs. Facilitate timely referrals to other O&amp;A programs when appropriate, along with ongoing collaboration and information sharing as needed for eligible children and as allowed by the family's consent</li> <li>• Establish and maintain cooperative working relationships with all McHenry County Behavioral Healthcare Network Agencies, specialized service providing agencies, and local school districts</li> <li>• Participate in agency informational, planning and management meetings</li> <li>• Participate in one agency wide committee</li> <li>• Support the agency through participation in fundraising event per year</li> <li>• Participate in local or statewide task forces as assigned by the program manager</li> <li>• Attend in-service events to maintain and enhance skills.</li> <li>• Actively supports agency events</li> </ul>	
<b>EDUCATION / WORK EXPERIENCE REQUIREMENTS</b>		
	<ul style="list-style-type: none"> <li>• Master's degree from accredited university required in the field of social work, counseling or psychology preferred</li> <li>• Ability to sit for LSW/LPC exam post graduation</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Previous experience with variety of clients, families and systems</li> </ul>	

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>

**I certify that I have read and understand the \_\_\_\_\_ job description.**

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Employee Name (please Print)

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Executive Director Signature

\_\_\_\_\_

Date