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## PCA JOB DESCRIPTION

**JOB TITLE: Outpatient Clinical Therapist**

**JOB ACCOUNTABILITY AND OBJECTIVES:**

This exempt position works under the supervision of the Clinical Director. The outpatient clinical therapist performs psychotherapy services, individual, marital, family, group and/or other appropriate clinical services in the treatment of clientele. An emphasis is placed upon building good, therapeutic relationships with clients and use of evidenced-based treatment practices to ensure positive client outcomes. The outpatient clinical therapist should maintain positive provider relations with community organizations, and provide internal and external customer service consistent with PCA's goal of excellence and professionalism.

**RESPONSIBILITIES:**

**ESSENTIAL FUNCTIONS:**

- Interview/crisis triage, intake assessments, psychotherapy services, perform individual, family and group psychotherapy as appropriate in the treatment of clients.
- Collaborate with the client in the development and implementation of treatment plans; i.e. PCA's and Managed Care.
- Routinely compile, maintain and review clinical case records/caseload to ensure documentation/treatment plans and other clinical contract requirements are compliant with PCA's guidelines. All paperwork must meet PCA's timelines and policies.
- Provides consultation with other agencies about PCA's programs and services.
- Participate in and support PCA quality improvement efforts.
- Ensure compliance and conformity to PCA's policies and procedures; outside contracts, state, HIPPA privacy regulations and CARF requirements.
- Works collaboratively with treatment team members, actively communicating with team members about clinical cases, ensure provision of care coordination for all clinical cases.
- Meets clinical productivity standards; minimum of 100 direct service hours per month; 1200 direct service hours per year/annual review period.
- Participate in supervision, treatment team meetings, case consultation and in-service trainings.
- If assigned, may oversee work assignments of case managers/QBHPs.

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- If assigned, may provide direct supervision of QBHPs, and observe and evaluate QBHPs performance.
- Adheres to PCA/professional Code of Conduct and ICON principles.

NON-ESSENTIAL FUNCTIONS:

- Provide mental health consultation, education, and public relations services.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of psychological theories and principles of behavior.
- Knowledge of diagnostic classifications, professional methods and techniques of psychotherapy.
- Ability to make routine professional and administrative decisions.
- Ability to establish and maintain effective working relationships with clients, staff and the public.

REQUIRED EDUCATION AND EXPERIENCE:

- Must be qualified mental health professional as defined by State Standards. Past experience in mental health and utilization of community resources is preferred.
- Must have one of the following credentials:
  - Master's Degree in Social Work, Counseling, Clinical Psychology and licensed as LAC, LMSW or provisional licensure by the state of Arkansas.
  - Master's Degree in Social Work and licensed as a LCSW by the state of Arkansas; or
  - Master's Degree and licensed as a LPC by the state of Arkansas.
  - Master's Degree and licensed as a LPE-I by the state of Arkansas as a Psychological Examiner.

SPECIAL CONDITIONS:

- Adult and child maltreatment registry background checks are required every 2 years.
- A criminal background check is required every 5 years.
- A TB test and a drug screening are required.

DIRECT SERVICE HOURS GOAL:

- Must achieve at least 25 service hours per week for a minimum of 50 weeks for a total of 1200 hours.

PHYSICAL DEMANDS:

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and move up to 10 pounds and occasionally lift and move objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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

\_\_\_\_\_  
Supervisor Signature                      Date