



<b>Job Title</b>	Therapist	<b>FLSA / DOL Status</b>	Exempt / (Full-Time) Non-Exempt / (PT)
<b>Program/Department</b>	Mental Health	<b>Supervisory Responsibilities</b>	No
<b>Reports To</b>	Clinical Supervisor	<b>CEO Approval Date</b>	06/02/2022
<b>Work Schedule</b>	Office Hours follow business hours and may vary with supervisor approval; and includes one (1) evening coverage per week.		

**Must pass required background check.**

### **POSITION OVERVIEW**

The therapist is responsible for providing hope centered and trauma informed outpatient mental health service delivery, education, and consultation to a diverse caseload including adults, adolescents, children, families, and agency partnerships. The therapist will utilize evidence based and best practice standards to ensure quality service delivery and support to clients and agency partners while ensuring compliance to agency policy, accrediting bodies, and state licensure requirements.

Therapists are expected to deliver high quality, client centered, and impactful services evidenced by positive outcome measurements and client self-reports.

All employees and volunteers are expected to reflect Sunbeam Family Services core values and to perform at Sunbeam's standards of excellence at all times.

### **ESSENTIAL FUNCTIONS**

- Demonstrate capacity for providing developmentally sensitive, evidence based, culturally sensitive, hope centered, and trauma informed services.
- Demonstrate ability to serve and carry a highly differentiated caseload where various services and activities are required for diverse client care, including individual therapy, family therapy, group therapy, couples/marital therapy, client advocacy, assessment, treatment planning, crisis intervention and follow up as needed, education, and consultation using agency-approved, evidenced based practices.
- Provide EAP (Employee Assistance Program) services which consists of brief, solution-focused therapy and EAP partner support, education, and consultation.
- Provide required initial and ongoing screenings, standardized assessment and diagnostic tools, summary of symptoms and diagnosis based on assessment, and treatment planning with potential and current clients that includes gathering of information about the symptoms, behaviors, functioning, history, needs and preferences to assist in the collaborative decision-making and goal setting process about the treatment needs of that person or client.
- Facilitate referral of potential or current clients into the appropriate agency program(s) or to another community provider or partner if appropriate and participate in multidisciplinary team meetings as necessary.
- Obtain and maintain necessary releases and consents and advise the clients about their rights and responsibilities through ongoing collaboration.
- Provide case management and advocacy for clients, assisting them in obtaining needed benefits and resources, including, but not limited to: housing; employment; medical, recreation; social and family supports; nutritional information; medications, and childcare needs.
- Accurately complete all record keeping, documentation, and reporting functions in a timely manner as required by program and/or agency policy utilizing the agency designated EHR or other reporting systems.

- Meet or exceed established productivity requirements.
- Participate in weekly departmental staff meetings and consultation as well as seek and accept consultation from leadership on challenging or difficult issues. Provide mentorship to colleagues or interns regarding outpatient care.
- Represent Sunbeam in a professional manner, which may include community interactions, consultation and education to staff and community partners, and presentations (including media and in person), etc.
- Knowledgeable of agency policies and procedures and ensure compliance with agency accrediting and oversight bodies, including but not limited to COA, ODMSHSAS, OHCA, and others as applicable.
- Maintain professional competency in their discipline through appropriate readings, attendance at workshops/trainings, and through consultation with other professionals while complying with all requirements to maintain professional licensure or licensure candidacy, as applicable.
- Adhere to the Sunbeam Code of Ethics, HIPAA, and other confidentiality policies/practices while maintaining professional standards at all time.
- Travel locally as required in the performance of responsibilities.
- Perform other appropriate and related responsibilities as assigned by supervisor, Senior Program Director, or Executive Team member.

## JOB QUALIFICATIONS

	Minimally Required	Preferred
<b>Education</b>	Master's Degree in Psychology, Social Work, or a related human services field.	
<b>License</b>	Licensure in the State Of Oklahoma in one of the mental health disciplines or under board approved supervision for licensure. Prefer licensed LPC, LMFT, LCSW, LBP.  A therapist who is under supervision for licensure may be considered, depending on experience. If licensed, employee must complete continuing education requirements required for licensure maintenance.	
<b>Experience</b>		Experience working with individuals of all ages.
<b>Skills Knowledge Abilities</b>	Employee must have education and preferably experience in providing individual, family and group therapy.  Caring and compassionate attitude when interacting with all individuals  Willingness to work with high-risk, low-income communities  Knowledge and basic understanding of the DSM-5 and its applications.	Specialized training in working with individuals of all ages.  Bilingual Spanish/English speaking ability to interact with individuals from multilingual homes

	<p>Able to assess clients for psychosocial information and develop this information into a working treatment plan.</p> <p>Knowledge and understanding of providing services to a culturally diverse population.</p> <p>Able to record services provided using an electronic health record.</p> <p>Accepting interpersonal approach that reflects cultural sensitivity to the unique and diverse experiences of families served</p> <p>Able to effectively and respectfully communicate in a manner that consistently demonstrates respect and concern</p> <p>Excellent command of English language and grammar, both verbal and written</p> <p>Interact effectively and professionally with clients and staff members.</p> <p>Able to work autonomously without constant supervision.</p> <p>Able to demonstrate the use of sound clinical judgment as it pertains to client welfare.</p> <p>Process, protect, and exercise discretion in handling confidential information and materials</p> <p>Intermediate knowledge of computer operations and applications, including Microsoft, and the ability to master other computer technology / software programs as required by payor sources.</p> <p>Must be able to accurately complete clinical documents including, but are not limited to, the following: progress notes to record activity from therapy sessions; psychosocial and various other assessments; treatment plans and closing case summaries.</p> <p>Valid Oklahoma driver's license and state required vehicle insurance for any vehicle used in performance of job duties.</p>	
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**WORKING CONDITIONS**

Physical Demands:

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file

cabinets, office equipment, attend meetings, etc. Must be able to detect, discern, distinguish, observe, inspect and compare. Occasionally must be able to move needed materials weighing up to 20 pounds.

Work Environment

Provide therapy in an office or other setting (school-based or community setting, limited home based setting for Sunbeam Foster Families), work in close proximity to client(s), staff, and children. The noise level in the work environment may vary from moderate to loud.

Vaccination

This position is subject to Sunbeam's Mandatory COVID-19 Vaccination Policy. All Sunbeam employees are required to be fully vaccinated against COVID-19, or have an approved exemption. Exemptions to the vaccine requirement will be considered for individuals with medical condition(s) that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with applicable federal and state law. Proof of Vaccination, as defined by Sunbeam policy, or an approved exemption is required for any employment effective on or after December 31, 2021.

Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

**Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.**

**SIGNATURE**

By signing this job description, the employee/candidate affirms that (s)he possesses the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered "at will," meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

<b>Employee/Candidate PRINTED Name</b>	
<b>Employee / Candidate Signature</b>	<b>Date:</b>