



# Clinical Therapist II

## Job Description

Department: Department of Drug and Alcohol  
Prevention and Treatment  
Position: Clinical Therapist II  
Hourly Rate: Step 45, Table 18  
Supervisory: Supervisor  
Reports to: Program Manager - DDAPT

### Summary

Under the general direction of the Program Manager - DDAPT, assesses individual consumer needs; develops and implements individualized treatment programming; monitors individual consumer progress toward specific goals and objectives; participates in multi-agency case staffing and utilizes caseload management systems; provides psycho social services; conducts individual, family and group therapy sessions in accordance with professional standards; coordinates psycho social services delivery with appropriate agencies within the community; and performs other duties as assigned.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Conducts individual, family, and group counseling sessions according to individualized treatment plans and in accordance with professional standards.
2. Interviews, assesses, and identifies mental health or other problems using approved assessment instruments, social history, and consultation with community resources.
3. Prepares reports and makes appropriate recommendations relating to treatment options using information gathered during an intake interview, collateral contacts, and reviewing assessment results.
4. Makes treatment/social service referrals to appropriate agencies in order to affect a positive impact on the individual's performance.
5. Creates, maintains, and submits accurate records and meets documentation and performance standards set by program manager.
6. Prepares statistical reports to assist in monitoring expenditures and grants.
7. Provides clinical supervision for non-licensed employees in the assigned treatment setting. (Supervision will be conducted in a manner consistent with Utah licensing regulations and department policies.)
8. Supervises and facilitates the delivery of specialized training and intervention skills for mental health treatment providers.
9. Coordinates and interacts with local and state-wide treatment providers and social service agencies using communication and interpersonal skills in order to facilitate collaboration efforts.
10. Communicates information to appropriate agency staff to ensure follow through.

### For Office Use Only

Class Code: 2052  
Class Title: Clinical Therapist II  
FLSA: Non-Exempt  
Effective Date: April 11, 2018  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: Y  
DOT: No

11. Maintains current knowledge of assessment and treatment techniques, criminal justice systems, and community resources using in-service training, seminars, workshops, and publications.
12. Acts as an agency representative in court and interagency meetings and provides information to judges and to other court personnel.
13. Supervises the presentation and provision of classes, prepares class schedules, and hires, trains, and assigns instructors as necessary.

### **Knowledge, Skills, and Abilities**

Knowledge of interviewing methods and techniques, social casework principles and methods, and mental health assessment instruments

Knowledge of evidence-based practices in the field of mental health and substance use disorders

Knowledge of Federal, State and local ordinances and policies regarding therapeutic issues

Knowledge of the basic structure of the criminal justice system

Knowledge of clinical diagnostic methods and principles, various modalities of psychotherapy and counseling, and abnormal psychology

Skill in use of crisis intervention techniques

Skill in basic PC operation

Skill in preparing comprehensive case reports and statistics

Skill in class development and presentation

Ability to maintain cooperative working relationships with those contacted in the course of work activities

Ability to identify and assess symptoms relating to assigned treatment program

Ability to communicate effectively verbally and in writing

### **Work Environment**

This job operates in a professional office environment. This position may expose incumbent to volatile situations with the public. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

### **Physical Demands**

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 required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 30 pounds.

### **Position Type/ Expected Hours of Work**

Incumbent must work 40 hours each week to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

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## Travel

This position requires up to 5 percent travel.

## Required Education and Experience

1. Masters Degree in Social Work, Psychology, Marriage and Family Therapy, Professional Counseling, Clinical Mental Health Counseling, or a Department of Professional Licensing (DOPL) approved program
2. And two (2) years direct clinical work experience in an appropriate treatment field (child abuse, mental health, victim counseling, and / or substance abuse), indicating full competency in clinical diagnostic assessment skills, and in developing and reviewing individualized treatment plans

## Additional Eligibility Qualifications

1. Must be licensed under the Mental Health Professional Practice Act (UCA 58-60-101) as one of the following:
  - a. Licensed Clinical Social Worker (LCSW)
  - b. Marriage and Family Therapist (MFT)
  - c. Licensed Clinical Mental Health Counselor (CMHC)
  - d. Physician and surgeon, or osteopathic physician engaged in the practice of mental health therapy
  - e. Advanced practice Registered Nurse, specializing in psychiatric mental health nursing
  - f. Licensed psychologist qualified to engage in the practice of mental health therapyIncumbent is required to complete continuing education required to maintain licensure.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
3. Selected applicants may be subject to, and must pass, a background check.

## AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

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**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

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

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