

## PRIMARY THERAPIST—CSP

This exempt position works under the direction of the Assistant Director CSP responsible for the program to which they are assigned. This position is responsible for managing & overseeing the treatment and services provided to all clients assigned to them. Responsibilities include intaking clients into the service system, assessing strengths and needs, developing treatment and service plans, providing group, individual, and family and/or marital therapy, coordinating treatment and services, assuring that appropriate authorizations are in place for the services rendered to all clients assigned to them.

### RESPONSIBILITIES:

#### ESSENTIAL FUNCTIONS:

- Complete Intake, including assessments, certifications, diagnoses and treatment plans on new clients.
- Gather and review historical records of previous evaluations and treatment as part of the integrated treatment plan.
- Complete assessments and Plans of Care on all assigned clients every 90 days.
- Complete 90 day reviews of treatment plans within 90 days of the development of a Treatment Plan
- Provide On-site and Off-site interventions.
- Respond to emergency calls and provide face-to-face screenings as indicated, making appropriate disposition and providing technical assistance or consultation as needed.
- File petitions for commitment and testify in court as necessary.
- Develop therapeutic relationships with assigned clients and provides regular appointments for active treatment including one-to-one interactions to review progress in treatment, attainment of goals and objectives and develop new treatment goals and objectives.
- Utilize meetings to review and seek solutions to problems relating to problems with assigned clients, system problems, etc.
- Document each service provided to a client (billable and non-billable)
- Assure that appropriate and timely requests for prior authorizations are completed for assigned clients
- Assure progress notes are accurate, refer to goals and objectives identified on the treatment plan, address progress or lack of same toward the goals and objectives
- Monitor client compliance with treatment and attendance in scheduled treatment and services, and follow up in a timely manner when a problem develops.
- Monitor the medical records for all assigned clients to assure accuracy, and completeness and to monitor services delivered to client by other members of the treatment team.
- Notify supervisor of any omissions or deficiencies in the medical record, and follow up and assure correction of these.
- Provide emergency services to client and community (by both telephone and face-to-face).
- Dictate services provided within 24 hours of provision.
- Sign typed dictation within 24 hours of typing.

- Document items requiring same at time of service, or within 24 hours of due date, as indicated by policy and procedures.
- Provide group, individual, marital and family treatment.
- Access community resources in person and by telephone.
- Provide for personal safety and that of clients.
- Maintain regular work attendance and scheduling.
- Work irregular and/or extended hours as indicated by client needs.
- Maintain voice accessibility to clients and/or other treatment providers.
- Assist clients with completing forms, managing their money and attending to everyday business.
- Deliver scheduled services while responding to emergencies/unplanned events with appropriate prioritization and referral.

#### NON-ESSENTIAL FUNCTIONS:

- Assess clients in their own home or surroundings
- Provide consultation and education to the community as needed
- Transport clients as indicated
- Record by hand in chart

#### KNOWLEDGE, SKILLS & ABILITIES:

- Ability to prioritize multiple demands and respond to urgent needs while moving forward on long term goals.
- Ability to work as a member of a team.
- Ability to delegate responsibility through appropriate and effective referrals.
- Ability to respond calmly and effectively in a crisis.
- Ability to establish and maintain effective communication and working relationships with clients, families, law enforcement, court officials, staff, and other professionals and providers, and the community in general.
- Ability to reinforce clients' right to self-determination while differentiating between dependence-producing and empowering and enabling services.
- Ability to utilize the current Diagnostic and Statistical manual for all axes (I thru V).
- Knowledge of professional methods of individual, marital, family and group treatment.
- Knowledge of diagnostic criteria for axes I & II.
- Knowledge of community agencies and resources including medical, dental, housing, education, and mental health.
- Knowledge of psychological theories and principles of human behavior.
- Knowledge of methods and techniques of intervention and treatment of serious mental illness.
- Knowledge of the relationship and interactions of mental and physical illness and/or substance abuse.

#### EDUCATION & EXPERIENCE:

- Must be a 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 and licensed by the State of Arkansas; or
  - Master's Degree and licensed by the State of Arkansas as a Psychological Examiner; or
  - Master's Degree and licensed as a LAC or LPC by the State of Arkansas; or
  - Registered Nurse with 1 year mental health experience and licensed by the State of Arkansas.
- Current Arkansas Driver's License with a good driving record
- Dependable transportation
- CPR and First Aid Training

#### SPECIAL CONDITIONS:

- A criminal background check may be required at supervisor's discretion.