



**JOB TITLE:** APG Family Therapist  
**DEPARTMENT:** Program Services  
**REPORTS TO:** Associate Director of SUD

### **Statement of Duties**

Duffy Health Center is a patient-centered medical home and every role requires functioning effectively using a team-based approach. The Licensed Mental Health Family Therapist will be a part of the Alternative Peer Group Model, a peer community where adolescents feel welcomed, respected and safe as they build internal and external resources to initiate and maintain recovery from alcohol and drug related issues. The program mission is to keep adolescents healthy, productive, and safe by providing a peer group for young people on the road to recovery. The Therapist will provide assessment and counseling services to the families of engaged participants and assist in program implementation at Duffy Health Center sites at the direction of Duffy Health Center. This position is deemed non-essential\* in the DHC Emergency Operations Plan.

### **Position functions**

*The statements contained in this job description reflect general details, as necessary, to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties, as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.*

1. Conduct individual, group and family counseling for APG program participants, many with mental, SUD and behavioral disorders.
2. Conduct new family assessments as well as facilitating bi-weekly family support groups.
3. Participate in a multi-disciplinary approach to behavioral health care of patients and clients. The multi-disciplinary team consists of primary care providers, behavioral health staff, case managers, recovery support, outside providers and others as needed to coordinate care: consulting, evaluating, and making treatment decisions.
4. Performs triage as needed and issues Section 12 involuntary transport to hospital if necessary/warranted.
5. Coordinates with patients and insurance companies to provide insurance authorizations.
6. Meets agency productivity standards.
7. Supports in quality assurance projects for the APG.



8. Supports the development of program standards, outcome measures and benchmarks, and report ongoing results.
9. Participates in community outreach, education and marketing to provide awareness and education to other community organizations and treatment providers.
10. With the APG Program Supervisor, creates and documents the clinical and social model of the APG that includes person-centered planning.
11. Attend and participate in a variety of meetings/committees, as required, and all clinical staff meetings.
12. Prepares, records and maintains all behavioral health client records in a timely manner, consistent with Massachusetts regulations, with Duffy Health Center policies and using the electronic medical records system.
13. Completes all required clinical and billing documentation timely according to Duffy Health Center policies.
14. Maintains current licensure and training in social work best practice models.
15. Other duties as assigned.

## **Recommended Minimum Qualifications**

### **Minimum Education and Experience**

A candidate for this position must have a Master's Degree in Psychology or Social Work and at least two (2) years of experience in social work; or an equivalent combination of education and experience. Must be licensed as a LCSW, and/or LICSW, or LMHC and be a CPR/First Responder. Must have a valid driver's license and transportation.

### **Requirements under the DHC Emergency Operations Plan**

During a declared Emergency, staff deemed as Essential Personnel are expected to work onsite at Duffy Health Center and Non-Essential Personnel are expected to work remotely. This position is Non-Essential and therefore this position may be expected to work remotely' during a declared emergency.



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

A candidate for this position should have the following:

Knowledge of:

- Professional mental health, behavioral health and social work practices and procedures and evidence-based interventions
- Adolescent SUD, addiction and recovery, mental illness, substance abuse, criminal history, and physical and sexual abuse
- Protocols for handling crisis situations
- HIPAA regulations

Skill in:

- A variety of treatment modalities including evidence-based practices
- Care for adolescents and families with substance misuse and substance use disorder
- Effective communication with parents/guardians, and staff, and provide necessary instruction and training
- Effective written and verbal communication
- Assessing risk
- Conducting interviews
- Use of electronic medical records
- Organization, and attention to detail

And ability to:

- Maintain confidentiality of information
- Work effectively with an interdisciplinary team and independently
- Interact effectively and appropriately with at risk individuals and a diverse population, including at-risk clients
- Advocate effectively for client needs
- Accurately collect and record information, prepare reports and information
- Commit to the philosophy and mission of Duffy Health Center which serves the homeless and at-risk population, and to the team-based approach as part of PCMH.

## **Accountability**

The nature of work means that errors can be easily detected, usually by the employee. Consequences of errors, missed deadlines, or poor judgment may result in minor confusion, involving minimal time and expense for correction, such as taking blood pressure, data entry or failure to follow established procedures.

## **Judgment**

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting, and applying complex financial, medical, mental, or behavioral health research as well as federal, state, and local regulations.

## **Complexity**

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

## **Supervision Required**

Under general direction, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve, through experienced judgment, most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

## **Nature and Purpose of Contacts**

Relationships with co-workers and the general patient population involving frequent explanation, discussion or interpretation of practices, procedures, regulations, or guidelines in order to render service, plan, or coordinate work efforts, or resolve operating problems. Other regular contacts are with patient/service recipients and employees of outside organizations such as vendors, banks and/or developers/contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative, or uninformed persons.



## **Work Environment**

Working conditions involve exposure to intermittent noise or unpleasant elements such as odors, heat, or cold. Work may involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time.

## **Physical Demands**

Work requires some agility and physical strength, standing or walking most of the work period, or helping clients or patients move. Occasionally, work may require lifting heavy objects and carrying them (up to 30 lbs.). There may be needed to stretch and reach to retrieve materials.

## **Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, computer and/or most other office equipment, typing, filing, sorting, or operating a motor vehicle.

## **Occupational Risk**

Duties regularly present potential risk of injuries from improper exposure which could result in loss of time from work. Examples of injury include illness from exposure to communicable diseases or direct exposure to bodily fluids. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses may be required.

## **Confidentiality**

Has access to some confidential information obtained during performance of regular position responsibilities, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed.

### Essential\*

\*Employees designated as “essential,” a standard Incident Command term used in Emergency Management, typically work on-site to provide direct clinical care or management of such.

### Non-essential\*

\*Employees designated as “non-essential,” a standard Incident Command term used in Emergency Management, typically work off-site remotely to provide either clinical or administrative support to clinical operations.