Outreach Therapist Catholic Charities
of the Diocese of Sioux City

Job Title: Outreach Therapist

Reports to: Clinical Director

Status: Non-Exempt

GENERAL EXPECTATIONS:
• Support and promote Catholic Charities vision & mission, both at work and in the community.
• Understand and adhere to all of Catholic Charities policies and procedures, including those governed by Federal and State guidelines regarding confidentiality.
• Embrace Catholic Charities code of conduct & ethics policies.
• Remain open to supervision and be willing to adopt constructive changes; willing to give and receive feedback.
• Participate as a collaborative and cooperative team member, in both department and agency work teams.

ESSENTIAL JOB FUNCTIONS:
• Schedule and complete intakes for new clients, in a timely manner. This includes all designated paperwork, releases and the development of a payment plan.
• Triage individuals who either present in crisis or who may call in crisis. Provide them with support and counseling, to assess their needs and develop a plan to help them move forward.
• Develop relationships with community providers to facilitate coordination of care for clients in need, and promote the work of Catholic Charities.
• Work with community/Catholic schools to provide education and/or counseling services to students with mental health needs. Work with school counselors to be a resource for consultation and facilitate referrals to Catholic Charities as appropriate.
• Provide therapy and counseling services to individuals, children and families.
• Complete documentation that is clinically appropriate and done in a timely manner.
• Attend staff meetings as scheduled.
• Perform other duties as they are requested.

EDUCATIONAL/EXPERIENCE REQUIREMENTS:
• Masters Degree in Social Work or human service-related field. Licensed or license-eligible preferred.
• Experience preferred (2+ years in client setting).
• Have a valid driver’s license.
• Good verbal and written communication skills.
• Bilingual preferred, not required.
• Good computer, typing/keyboarding skills (Word, Excel).
OBJECTIVE OUTCOMES OF JOB:
1. Intakes will be scheduled in a timely manner and paperwork completed accurately.
2. Maintain clinical records by completing documentation in a timely manner.
3. Client surveys and feedback demonstrate client satisfaction with the services they received.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be represented as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of the employees under his/her supervision. The use of a particular illustration describing duties shall not be held to exclude other duties not mentioned that are similar kind of level of difficulty within the organization.

TO BE SIGNED BY EMPLOYEE WHEN HIRED, AT TIME OF PERFORMANCE REVIEW, OR WHEN JOB DESCRIPTION IS REVISED:

I have read and understand the job description for this position.

Employee ___________________________ Date Signed ___________________________

Hiring Authority ___________________________ Date Signed ___________________________