Catholic Charities
of the Diocese of Sioux City

Job Title: School-Based 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:
- Provide therapy and counseling services to children and families in the Catholic school system in northwest Iowa.
- Conduct skill-building educational classes with students.
- Complete documentation that is clinically appropriate and done in a timely manner.
- Provide supportive case management services to clients and their families, as needed.
- Maintain positive relationships with and provide consultation to teachers and school staff.
- Maintain clinical records in accordance with policy, as well as third-party payors & licensure requirements.
- Provide support and guidance to other staff and function as a productive member of the team.
- Maintain required licensure and CEU’s.
- Attend staff meetings as scheduled.
- Other duties as assigned.

EDUCATIONAL/EXPERIENCE REQUIREMENTS:
- LMSW or provisional mental health clinical license in the state of Iowa required, or license-eligible required.
- Experience preferred-2+ years providing mental health services.
- Have a valid driver’s license.
- Good verbal and written communication skills.
- Bilingual preferred, not required.
OBJECTIVE OUTCOMES OF JOB:
1. Maintain a caseload/schedule that meets agency standards for productivity.
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