



Job Description

Position Title: Associate Therapist
Department: Behavioral Health
Position reports to: Behavioral Health Services Director

Position Summary:

Under general supervision from clinical supervisor, the Associate Social Worker, provides comprehensive mental health, case management services to eligible children and adults. The Associate Social Worker also provides family, conjoint, and group psychotherapy as necessary to promote community and family safety.

Responsibilities:

- Participates as directed in the screening of new mental health referrals within the clinic by means of an agency approved procedure which ensures that all individuals are adequately and appropriately served according to their individual needs and in accordance with existing board policies and procedures.
- Participates in regular clinical case conferences and meetings.
- Provides on-going supportive and/or case management functions.
- Complete all documentation with mandated time frames and in compliance with County, State and Clinic guidelines.
- Completes DCFS's patient progress reports.
- Meets regularly with the immediate supervisor as a means of enhancing professional growth,
- Provides ongoing mental health therapy service to a caseload of 30 patients.
- Performs other duties as assigned by the supervisor which are consistent with the position and in compliance with agency policies and procedures.

Qualifications/Requirements:

- Master's degree in relevant Human Social Work field plus registered intern status with a qualifying board (BOP, BBS, etc.).
- Spanish Bilingual Required
- Registered with Board of behavioral Sciences.
- Must possess a combination of mental health work experience or relevant education, and training which indicates the possession of knowledge, skills, and abilities necessary to perform essential job duties.



- Demonstrated ability to interview and assess clients, using appropriate assessment tools, and observe, record and report on an individual's functioning
- Read and understand assessments, evaluations, observation, and use in developing treatment plan; to identify community resources and services for clients and coordinate provision of services
- Establish effective working relationships with internal agency staff as well as with relevant community organizations; interact positively with consumers and their families, work as a team member
- Communicate effectively, verbally and in writing, to maintain confidentiality, and to work independently under general supervision.
- Must provide proof of license and auto insurance.
- Must provide proof of up-to-date COVID-19 vaccinations including recommended doses in the primary series AND booster dose when eligible.
- Interact and maintain appropriate relationships with DCFS.

Observes CMOAR policy/procedures regarding conduct in the work place:

- Observe regulations on time card use and reporting
- Maintain attendance as per policy
- Maintain a clean and safe work area.
- Observe Fire and Safety policy and procedures.
- Observe general Safety/Employee Health policies and procedures.
- Maintain a current annual health screening and BLS/CPR certification.
- Observe CMOAR Appearance/Dress standards
- Maintain the privacy and confidentiality of neighborhood committee members with regard to personal records and program issues development.
- Display clearly visible identification.
- Treats all employees, clients, neighborhood committee members with respect, dignity and in a courteous and professional manner in accordance to non-discriminatory policies and procedures.

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