FFT Program Therapist

JOB DESCRIPTION

Job Title: FFT Program Coordinator
FLSA Status: Exempt
Reports to: FFT Program Coordinator or FFT Site Supervisor

Department: Clinical
Location: Charles, Calvert, St. Mary’s or Anne Arundel
Date: April 30, 2014

Job Summary: The primary responsibility of the FFT Therapist is to provide quality in-home therapy as outlined by the Functional Family Therapist evidence based training model.

Primary Direct Service Responsibilities

1. Provide in-home therapy services as required by the program.
2. Meet and maintain a full case load of 12-15 families.
3. Utilize and provide Functional Family Therapy as indicated by the National model.
4. Attend regular weekly clinical staff/all staff meetings to address issues pertaining to consumers and/or programs in addition to participating in supervision with the Program Coordinator.
5. Maintain accurate and complete progress notes on the Clinical Service System (CSS) on the FFT National Website.
6. Complete all notes within 36 hours from session time.
7. Submit all monthly data collection in a timely manner to FFT Coordinator/FFT Site Supervisor.
8. Carry a cell phone at all times when working to respond to calls from staff/clients. Also to confirm appointments and to handle other work related issues.
9. Practice safe and legal driving at all times, i.e. using your assigned earpiece when driving and talking on the phone, NO texting while driving, paying attention to the road and wearing your seatbelt.
10. Other duties as assigned by the FFT Coordinator or FFT Site Supervisor.

Education and Skill Requirement

1. Master’s degree in Human Health Services related field.
2. Maryland (MD) State Licensure (LCPC, LGSW, etc) with Professional Insurance.
3. Ability to handle stressful situations.
4. Good writing skills and the ability to meet deadlines.
5. Valid driver’s license and vehicle insurance.

Working Conditions

Working conditions are normal for an office environment. Work may require 45 hour work weeks, weekend and/or evening and occasional overnight travel. Frequent car travel to and from clients’ homes. You are required to keep your MD State license, professional insurance, driver’s license and vehicle insurance current at all times.