



Main Office:  
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[www.LC4YF.org](http://www.LC4YF.org)

**Job Title:** Individual and Family Therapist  
**Location:** LC4YF and/or local school districts/schools  
**Reports To:** Lead Youth and Family Therapist and Executive Director  
**FLSA Status:** Exempt, full-time  
**Date Prepared:** 9/20/2021

#### POSITION SUMMARY

This position provides telehealth and in-person counseling for children, adolescents, individuals, couples, families, and groups at all stages of life. Counseling sessions may occur virtually, in-person at the agency and/or in schools.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provide counseling and support groups, both in-person and via telehealth
- Conduct diagnostic assessments and establish treatment plans
- Collaborate to identify resources and coordinate client care
- Work with schools/school districts to provide service onsite and virtually
- Attend clinical supervision as needed and other appropriate meetings
- Utilize agency billing software program to bill third party payers as directed by your supervisor
- Coordinate and cooperate with support staff to ensure third party reimbursement
- Coordinate with support staff regarding scheduling
- Work as a team to plan, track, and evaluate program results
- Provide information and statistics for reports and grants as needed
- Work with Intervention and Enrichment staff to offer additional programming/support as needed
- Establish ongoing relationships with area schools and organizations to enhance client referrals and resources
- Comply with HIPAA standards and recommendations
- Comply with agency privacy standards/best practices
- Attend and participate in community events as appropriate
- Attend agency events as requested

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions, unless they constitute an undue hardship.

- Child, adolescent and/or adult professional experience
- Ability to facilitate educational and support groups
- Possess a comprehensive understanding of development, attachment, systems, and trauma informed theories
- Knowledge of EHR preferred
- Excellent oral and written communication skills
- Able to work independently; attention to detail; organization and time management skills
- An active driver's license, reliable transportation, and active vehicle insurance
- Passing a national criminal background check

## **EDUCATION and/or EXPERIENCE**

- Must hold MA or MS in Counseling, Marriage & Family Therapy, Social Work, Psychology, or a related behavioral health field and hold or be pursuing a licensure in the state of Minnesota (LMFT, LPCC, LICSW)

## **LANGUAGE SKILLS**

This individual must have the ability to read and interpret documents in English to write routine reports and correspondence, and to speak effectively with volunteers, clients, donors, parents/guardians, school staff and employees of LC4YF.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and create and/or interpret spreadsheets and graphs.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job.

This position may involve in-office work and include long periods of sitting. While performing the duties of this job, this individual is also frequently required: to stand, talk and hear, use hands and fingers, handle, or operate objects, tools, or controls, and to reach with hands and arms. Some local travel will be required. This individual is also required to interact with a computer, and communicate with peers, co-workers, clients, family members/guardians and school staff.

This individual must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus. Extended computer viewing and keyboarding required.

This is a full-time position. Some flexibility in hours is allowed, but this individual must be available during the "core" work hours. Evening and/or Saturday work is required. Working remotely, including client intakes and counseling appointments via telehealth, is a possibility.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to moderate noise.

**This job description may not list all the duties of the job. The individual performing this job may be asked to perform other duties. This position will reviewed and may end or be continued as determined by the Executive Director.**

**LC4YF has the right to revise this job description at any time. The job description does not constitute an employment agreement between LC4YF and employee and is subject to change by LC4YF as the needs of LC4YF and requirements of the job change. Either the individual or LC4YF may terminate employment at any time, for any reason.**

## **BENEFITS**

\$50,000 salary for therapists working towards their licensure + paid clinical supervision for required hours

\$60,000 starting salary, DOQ, for therapists who are currently licensed (no paid clinical supervision hours)

Medical and Life Insurance

Long Term Disability

Matched Simple Plan

PTO

Elective benefits (short term disability, dental, accident, etc)

Mileage reimbursement