

### **Job Summary**

The Behavioral Health Intake Therapist will be primarily responsible for supporting a centralized statewide intake process by completing new client intakes, including psychosocial assessments, CANS 2.0s and associated intake paperwork. This position serves a wide range of individuals and families including but not limited to children experiencing foster care, their biological families, foster families and/or adoptive families as well as children, adolescents, adults and families who are not involved with the foster care system. The majority of the service provision will occur via telehealth, although some in person and/or in home appointments may be necessary.

### **Responsibilities**

#### ***General:***

- Contributes to agency mission, vision, and program philosophies by way of work product and professional behavior with both internal and external consumers
- Adheres to all current federal & state laws, as well as the agency's policies and procedures, including the safeguarding of confidential healthcare information and compliance with the Health Insurance Portability & Accountability Act (HIPAA)
- Reports immediately any suspected incidents of child abuse or neglect to the Director/supervisor and the Child Abuse Hotline
- Participates actively in agency quality assurance activities including performance and outcomes review, case record review, stakeholder satisfaction review, incident review, and improvement planning
- Demonstrates an awareness, appreciation and respect for diverse cultures and individual differences of clients and fellow employees
- Establishes relationships and communicates with clients, caseworkers/probation officers, family members, and staff
- Maintains all training requirements for licensure and for agency
- Attends staff/agency meetings as required
- Completes other duties as assigned

#### ***Essential Duties:***

#### **Program:**

- Ensures compliance with all regulatory requirements and Behavioral Health Policies and Procedures
- Makes recommendations for program improvements
- Reports to the Intake Clinical Supervisor (or other administrative team members) as necessary regarding support services, personnel issues, fiscal considerations, etc.
- Develops professional relationships with other peers in the field
- Attends meetings and trainings as required

#### **Clients:**

- Completes initial diagnostic assessments on all clients assigned to determine treatment needs and makes appropriate recommendations for treatment; annual reassessments may be assigned when necessary
- Completes initial intake process with new clients, including all associated paperwork, treatment planning and assessment tools, including the CANS
- Completes initial and renewal CANS 2.0 assessments as assigned

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- Ensures a minimum of 4 billable hours of services are provided per business day or 20 hours of billable services per full work week. Billable hours can reflect a combination of services not limited to assessments and routine case management activities, as necessary to capture client service provision
- Participates in daily case staffings with Clinical Supervisor to ensure timely and appropriate case assignments to local offices
- Ensure collaboration with other team members through case staffings, correspondence and timely responsiveness
- Maintains all client documentation in the electronic record and ensures current documentation that does not to exceed 24 hours after service provision
- Provides a calendar of availability for completing intakes that includes not only daytime appointments, but also flexibility of evening appointments at least twice per week. Availability for billable services must include a minimum of 4 hours per day and/or 20 hours per full workweek
- Attends court hearings when necessary
- As necessary to support program goals, must be willing to support clients through ongoing therapy services such as Individual and Family Therapy

**Supervisor:** Intake Clinical Supervisor  
**Supervises:** N/A  
**Work Environment:** Office Primary with some In-Home Travel  
**Work Hours:** The therapist position may be a full time or part time or contract position based on needs of the program. Work hours must be flexible to include some weekend, holiday, and evening hours  
**Classification:** Exempt

### **Education & Experience**

- At minimum a Master's degree in a behavioral science or related field and a professional mental health license ( i.e. LPC, LMFT, LCSW) valid in the state of Texas
- Experience with trauma informed care and family/group therapy preferred
- A minimum of one year of experience working with children, families, and other individuals with behavioral health issues
- Bi-lingual, Spanish speaking preferred

### **Knowledge, Skills, & Abilities**

- Strong clinical skills and knowledge of the treatment issues concerning children, adolescents, adults, and families
- Experience with foster and/or adoptive children and families and knowledge of the DFPS system is preferred
- Ability to support the agency's culture, growth, and success through communication, accountability, and positivity
- Ability to work efficiently and effectively both individually and as part of a team
- Ability to appropriately accept feedback through the supervision process - thus displaying the willingness to learn, grow, and improve
- Competent in using Microsoft Word, Excel, the Internet, and other software applications
- Proficient in ability to utilize a HIPAA compliant telehealth platform such as Doxy.me
- Effective oral/written communication and organizational skills
- Ability to effectively work as a part of a professional team

### **Additional Requirements**

- Active Texas Medicaid Number
- Valid clinical license in Texas
- Proof of valid Texas Driver's License (Type C)
- Access to reliable transportation
- Proof of valid/current auto insurance

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- Copy of official state driving record
- Three (3) employment references
- Cleared criminal background check and signed statement regarding felony indictments/convictions
- Cleared TB test results (current within 12 months prior to employment)
- Cleared pre-employment drug test
- Working cellular telephone

### **Physical and Mental Demands**

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: frequent seeing, hearing, speaking, and writing clearly. Use of a computer for long hours. Frequent sitting, manual dexterity. Occasional lifting and moving of up to 25 pounds, reaching with hands and arms, stooping and kneeling. Ability to analyze and interpret data and write meaningful, concise reports. Ability to meet deadlines. Ability to efficiently problem solve, professionally interact with a variety of people and remain calm in stressful situations.

### **DISCLOSURE STATEMENT**

The above statements reflect the general details considered necessary to decide the essential functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

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