



**Job Title:** Marriage and Family Therapy Associate

**Reports To:** Program Clinical Director

**FLSA Status:** Non-Exempt

**Classification:** Part Time - 4-10 hours per week

**Hourly Wage:** \$24-\$26 per hour

### **Summary**

Under the supervision of the Program Clinical Manager at West County Community Services (WCCS) and within the limits of the organization's programs, policies, procedures and budget, the Marriage and Family Therapy Associate provides short-term psychotherapy services to older adult clients via the Older Adult Collaborative (OAC). Services are delivered in clients' homes throughout Sonoma County and/or via telehealth, as assigned. This is a part-time role averaging 10 hours per week, which includes client sessions (primarily 50 minutes), documentation, travel/coordination, and one to two hours of weekly supervision. Clients are typically seen weekly and receive up to 10 sessions per episode of care. Given the part-time schedule, the Associate will generally maintain an active caseload of approximately 5-6 clients at a time, adjusted based on client needs, acuity, travel distance and program requirements.

### **Essential Functions**

- Provide short-term psychotherapy services to older adult clients (in-home throughout Sonoma County and/or via telehealth), typically weekly, for up to 10 sessions per client
- Meet with clients to identify emotional, relational and mental health concerns and collaborate on treatment goals

- Ensure all legal and ethical requirements of the practice of Marriage and Family Therapy or Clinical Social Work are met
- Maintain an active caseload of approximately 5-6 clients at a time, consistent with a 10-hour/week schedule and program needs
- Maintain client records in a timely and accurate manner, including assessment and treatment planning information, progress notes and case summaries; complete required clinical documentation within 24-48 hours. File all adjunctive paperwork appropriately.
- Attend Individual Supervision and Group Supervision as scheduled and actively engage in the supervisory process.
- Inform the Director of Counseling and Behavioral Health and Clinical Supervisor of significant client case related issues in a timely fashion
- Complete and submit all administrative paperwork in a timely fashion, including Data Sheets, Activity Logs, Time sheets and Mileage.
- Maintain appropriate liaison with professional personnel within and outside of West County Community Services

### **Duties and Responsibilities**

- Complete progress notes and required clinical documentation within 24-48 hours of each client session
- Maintain an appreciation for and adherence to the professional role of therapist, including attention to legal and ethical obligations such as (but not limited to) maintaining confidentiality
- Regular scheduling of appointments, including coordinating in-home and telehealth sessions as assigned
- Preparing clients for interruptions/changes in treatment, beginning and ending appointments on time, returning phone calls promptly
- Maintain a spirit of cooperation with all staff to advance the goals of the organization and provide high quality service
- Other duties as assigned by the Program Director

### **Knowledge, Skills and Abilities**

- Knowledge and/or experience of clinical issues related to older adult populations preferred

- Demonstrated ability to work independently and cooperatively with others, and to work creatively with limited resources
- The capacity to understand one's own psychological issues, and the ability to prevent them from interfering with the practice of psychotherapy
- The ability to recognize and reflect upon countertransference issues
- Psychological-mindedness, the ability to hypothesize about the underlying meaning of behavior and communication
- The ability to generate and develop, with the client, an attitude of mutual curiosity about the client's patterns and difficulties, as well as about phenomena which occur within the therapeutic relationship
- Display a professional demeanor
- Ability to promote a cohesive, team-oriented environment
- Capable of working effectively with a wide range of personnel and clients in a diverse community

### **Minimum Requirements**

- Master's degree in the field of social work, counseling or psychology; Interns may be considered
- Current registration or license with California BBS
- Acceptable DMV record
- Current vehicle insurance

The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills.