

**GREENLEAF FAMILY CENTER  
JOB DESCRIPTION FORM**

**Job Title:** Behavioral Health Services Therapist (BHS Therapist)  
**Substance Use Programming and the CRAFT Program**

**Department:** Behavioral Health Services

**Job Reports To:** Manager, Outpatient Services of Behavioral Health

**HIPAA Security Level:**

A – Minimal Access to Personnel Files

D – Minimal Access to Payroll Files

D – Complete access to client records as assigned and for supervision.

**Job Summary**

1. To assess, diagnose and provide treatment and counseling services to those clients of Greenleaf Family Center who have a mental and emotional disorder as defined in the DSM-5, including substance use disorders and trauma related disorders. Additionally, the clinician will be providing behavioral health services under the newly formed CRAFT program. Also, once certified to fidelity, will be providing training for The County of Summit ADM Board and other agencies as requested.
2. To participate in professional activities as directed by the officers of the organization in order to meet the goals and mission of Greenleaf Family Center.

**Major Responsibilities/Activities**

**Essential Functions:**

- Provide individual, couples, marital family and group counseling/psychotherapy within the guidelines of Evidenced Based Programs and Practices.
- Develop clinical skills as they relate to Community Reinforcement and Family Training (CRAFT) evidenced- based program and meet fidelity guidelines as they pertain to the program.
- Productivity will be 55% of therapist time will be spent in therapy with clients.
- Complete comprehensive and clinically accurate diagnostic assessments
- Develop and implement individualized treatment/service plans appropriate to the client's diagnosis
- Complete all required documentation in a timely, accurate manner to comply with all certification standards and funding sources' requirements
- Maintain all casework planning and needed collateral contacts (i.e. CSB, Justice System, other community partners, etc.) in a timely, accurate manner.
- Once certified as a trainer of CRAFT, provide training to others in the evidenced-based programming.

- Assist the Manager of Outpatient Services in establishing and maintaining fidelity for the CRAFT program at the agency.
- Balance a client and solution-focused service culture within the agency financial budget constraints.
- Maintain updated clinical licensure including completion of CEU requirements and CRAFT fidelity.
- Demonstrate on-going ability to develop and maintain collaborative working relationships within and outside of the organization.
- Attend agency staff meetings, and trainings as scheduled, participate on committees as assigned.
- Provide training, guidance, and supervision to student interns as requested by Manager, Outpatient Services.
- Demonstrate commitment to the ongoing process of professional and organizational performance and quality improvement (PQI).
- Demonstrate cultural sensitivity and awareness of diversity issues with all clients and in all communications.
- Maintain and update skills related to crisis de-escalation, basic first-aid, CPR, and other agency required trainings.

**Minimum Requirements:**

Minimal requirements for the BHS Therapist is Master’s Degree in Social Work or Counseling or in a related field, licensure or license eligibility for practice; LISW, LPCC, LPC, MSW/LSW. Knowledge and experience of the diagnosis and treatment for mental health and especially with substance use disorders. Have knowledge of working with families and family dynamics as they pertain to Substance Use. Chemical dependency licensure required or CDCA. Once certified as a CRAFT trainer, travel may be required.

**Equipment Used:**

Computer, calculator, copy machine, phone system, pager, Microsoft Office products. Carelogic knowledge a plus.

**Additional Comments:**

Employee will insure job related activity is in compliance with Greenleaf Family Center’s policies and procedures, State of Ohio Laws, relevant professional association ethical standards and agency accreditation standards.

**Note:** Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

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Employee Signature

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Date

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Supervisor Signature

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Date

Any addendum accepted by the employee becomes a part of the job description.  
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