

LICENSED THERAPY COORDINATOR

NATURE OF WORK

This is administrative, supervisory and direct mental health services work in the County's Division of Victim Services. The nature of the setting is primary prevention and treatment of crime victims and their families who are experiencing emotional and/or behavior difficulties as a result of trauma experiences by their exposure to crime.

An employee in a position allocated to this class is responsible for planning, coordinating and supervising therapy services provided by the Victim Services Licensed Therapists and is expected to provide independent professional level individual, family and group therapy services to crime victims.

Work is performed under general supervision of the Division Director, but employee exercises a high degree of independent judgment and initiative related to management. This position also necessitates functioning as a liaison to criminal justice and community service agencies. Work is reviewed through conferences, reports and the effectiveness of services provided.

EXAMPLES OF WORK

Supervises and evaluates licensed therapists' work that includes the conceptualization and analysis of problems presented by the family, development and implementation of an effective treatment plan of intervention with the family, closing summary with recommendations for follow-up services and assessment of the effectiveness of the determined treatment interventions.

Issues counseling forms/disciplinary actions; handles employee complaints and grievances.

Responsible for implementation of policies, procedures and standard practices among the therapists.

Interviews and recommends hiring of new therapy staff.

Conducts on-going staff training and development programs.

Conducts periodic case reviews to assess the effectiveness of the interventions and the client's progress and family's progress toward specific goals.

Assesses, intervenes and develops action plans to assist crime victims in crisis situations.

Interacts with schools, social service agencies and other professionals in order to provide client-needed services.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of contemporary theory in the field of family therapy and family dynamics, behavioral assessment and appropriate treatment interventions.

Extensive knowledge of the theories and current trends in developmental psychology.

LICENSED THERAPY COORDINATOR - CONT'D

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES - CONT'D

- Extensive knowledge of community based resources.
- Extensive knowledge of the education system, legal system and local welfare system.
- Extensive knowledge of management, supervision and administrative techniques.
- Extensive knowledge of county policies and rules.
- Knowledge of basic computer skills.
- Ability to develop therapy services to meet the unique needs of crime victims.
- Ability to establish and maintain effective working relationships with associates and community agencies.
- Ability to express ideas clearly, both orally and in writing.
- Ability to provide and present various educational topics related to crime victims to social service agencies and other community organizations.
- Ability to research and disseminate current treatment issues and trends to staff and the community.
- Ability to teach psychological and counseling theory, principles, practices and techniques to therapy staff.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with a Master's Degree in Psychology, Social Work, or Mental Health Counseling; three years of experience with individual, family and group counseling or psychotherapy with children and/or adolescents; or any equivalent combination of related training and experience.

NECESSARY SPECIAL REQUIREMENTS

Florida license as a licensed Clinical Social Worker or Licensed Mental Health Counselor, or Licensed Marriage and Family Therapist as defined by the Department of Business and Professional Regulation or graduation from an accredited college or university with all course work completed towards a Ph.D. in Clinical Psychology.