



## JEWISH FAMILY AND CHILD SERVICE JOB DESCRIPTION

**Job Title: Child and Family Therapist**  
**Employment Status: Hourly - Non-Exempt**  
**Program/Department: Counseling**  
**Supervisor: Clinical Director**  
**Date Prepared/Updated: June 15th, 2021**  
**Salary Range: variable \$65k - \$75 (DOE) .5 - 1 FTE (Flexible)**

### Highlights

- **Flexible Working Hours**
- **Flexible Work Location (Including office space on East and West side)**
- **Reimbursed Parking**
- **Collaborative team environment**
- **Extensive and accessible benefits**

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### Purpose and Qualifications for Job:

The mission of Jewish Family & Child Service is to improve the lives of children, families and adults in the Jewish and general communities.

The primary role of this dynamic position is to provide clinical services for children, adolescents and families for the diverse communities JFCS serves. The Child and Family Therapist provides mental-health services to children ages 0 to 21 years old (variable) and their families. The person we look forward to welcoming into JFCS' clinical family is interested in continuing to develop their expertise around working with children and families and providing input into developing services specifically aimed at the needs of children.

Responsibilities include conducting Mental-health assessments and providing individual, family and group therapy, case management, care coordination, skills training, psychoeducation, referrals, and community consultation in home, school, community, and office settings. The position will include working with clients who have disabilities or care for people with disabilities. Our clinicians provide culturally competent mental-health services to individuals and families who are experiencing varying levels of difficulties due to life situations or mental-health concerns.

The role includes information collection, including demographics, finances, and insurance information, including verification. This may include essential mental-health responsibilities, such as screening, intake and orientation, evaluation and intervention, treatment planning, referrals, crisis intervention, counseling, patient education, case management, reporting and record keeping. Others include assisting with administrative duties related to the Counseling department, including documentation and billing. This position will report to the Clinical Director.

This position will contain a part-time (approximately 10 hours a month) component, working with our community partner, B'nai B'rith Camp. In this position the provider will be working with camp staff to support



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camper well-being and provide behavioral and mental health support, while also building a collaborative relationship with BB Camp for referrals and support. This support will include providing supervision to Bachelors-level and Masters-level behavioral health providers.

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### **Required Knowledge, Skills and Abilities:**

- Oregon licensed mental health clinician registered and in good standing with their board (LCSW preferred).
- Capacity to provide behavioral health assessments and treatment plans while adhering to all documentation requirements. It will be expected that clinical documentation will meet the criteria for insurance billing and all documentation is completed in accordance with the OAR, contract and organizational standards and maintains current authorizations.
- Ability to ensure compliance with grants and contracts with a variety of funders with varied guidelines, rules, program and reporting requirements.
- Ability to effectively work with and understand the Jewish community of Portland with a focus on families and school-aged children.
- Excellent interpersonal, written and verbal communication skills, including group facilitation and presentations.
- Skills in computers and related technology including but not limited to telehealth (Zoom, etc), internet, email and databases.
- Ability to travel to clients in community and to support BB Camp needs.
- Preferred but not required: Experience with Autism Spectrum Disorder, developmental disabilities, learning disabilities, and/or physical disabilities.

### **Job Responsibilities:**

- Services will be offered utilizing a hybrid model, with in-office, in-community and telehealth services.
- A minimum of two years' clinical experience working with children, adolescents and families. Specifically, one will be working with individuals, couples, parents, groups and families on issues related to ADHD, anxiety, depression, trauma, grief/loss, relationship issues, emotional regulation, social skills and supporting parents of children with disabilities.
- The majority of our clients and families pay with insurance (including OHP/Medicaid) so licensure is a must. We will provide professional liability insurance. Being currently paneled with insurance providers is preferred. Appointments can be offered via teletherapy or at the office.
- Maintain a caseload of 15-25 client hours per week is preferred (65% billable time productivity). The position requires the ability to manage your own caseload of clients, including documentation (using our EMR system (Welligent)).
- Build enthusiasm and referrals through outreach and connection to community-referral sources (Jewish-affiliated community programs; medical clinics; schools and other educational institutions).
- Developing parenting and/or teen groups as needs arise in the community.
- Respond quickly to requests for mental-health referrals in coordination with intake coordinator.
- Facilitate/collaborate with outside agencies and community programs including but not limited to medical, financial and mental-health services.



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- Participate in Utilization Reviews (UR) to ensure quality of services and that files are meeting agency and HIPAA standards. Prepare UR reports for supervisor and Quality Assurance Committee review and ensure corrections are made in a timely manner.
- Provide, in conjunction with the Clinical Director, input on programs’ budgets, review monthly programs’ financial reports, analyze programs’ performance based on goals, work plan and financial criteria and report progress monthly.
- Participate, in conjunction with the Clinical Director, in the development of annual work plan based on the agency’s strategic plan and goals, assist with quarterly reports on programs’ progress, evaluate progress toward goals and make service-priority or course-correction recommendations to Clinical Director.
- Maintain professional and ethical competency by adhering to the NASW Code of Ethics.
- Other duties as assigned.

**Working Conditions:**

- Ability to work from home if needed and to follow safety precautions related to COVID.
- Extensive use of computer and keyboarding; use of hands for repetitive grasping, pushing and pulling, fine manipulation.
- Will occasionally bend, squat, climb.
- Work is light in nature, lifting maximum of 35 lbs.
- Occasional lifting and/or carrying objects weighing up to 20 lbs.

**Benefits (If eligible):**

- Health, vision and dental insurance
- Accrual of paid time off that can be used for vacation or sick time, and holiday pay
- With benefit eligibility (working at an average of at least 25 hours per week), you will be eligible for participation in the organization’s 401k plan.

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(Employee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Supervisor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Executive Director)

\_\_\_\_\_  
Date