

**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
STAFF THERAPIST (PART-TIME)**

EFFECTIVE DATE: 4/01/2006

DEPARTMENT: Health & Human Services	WORK LOCATION: Village Hall		FLSA STATUS: Non-exempt
CLASS CODE: 1740	RANGE: 12	PENSION: None	UNION: NU
REPORTS TO: Director of Health & Human Services	LEVEL OF SUPERVISION RECEIVED: General Supervision		LICENSE/CERTIFICATES: Current IL state License as a Clinical Psychologist required.

SUMMARY:

Provides direct clinical services to residents and employees of Hoffman Estates. Actively involved in Department's training program as a clinical supervisor by being a member of the training team, providing in-service trainings, and supervising psychology trainees. Actively involved in Department's Treatment and Crisis Response Team, Employee Wellness Program(EAP), and Wellness Task Force.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Provides individual, couple, and family therapy and completes all essential paperwork and maintains clinical files	Daily 50%
2.	Participates in department teams (Treatment and Crisis Response Team, Wellness Task Force).	Daily 20%

3.	Supervises psychology trainees in their work with clients in all modalities of treatment.	Daily 20%
4.	Participates in monthly staff meetings, case conferences, and in-service training, and, as appropriate, provides in-service training.	Weekly 5%
5.	Participates in Employee Wellness Committee by consulting with Village of Hoffman Estates employees regarding work-related and personal issues, providing direct clinical services to employees, coordinating with the Assistance Director on the program, and providing in-service training to staff and employees about mental health and employment issues.	Monthly 10%
6.	Prepares and presents cases for group consultation.	Quarterly 10%
7.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Serves as a liaison to a Village Commission and participates in other Village-related committees and task forces.
2.	Assists with writing policies and procedures as needed.
3.	Assists with orienting new staff and trainees to the Department.
4.	Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (**List specific responsibilities below**)

Supervises Interns and Practicum Trainees

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

Psychology, social work, counseling or related field

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

1 year

Enter number of years required here

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

Enter specific application(s) here

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

Fluency in foreign language skills is:

Ability to speak and/or read, write and comprehend.

- A Plus
- Preferred
- Required

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Knowledge of:

- All applicable laws (federal and state) regarding psychotherapy including, but not limited to, the Illinois Confidentiality Act, the Abused and Neglected Child Reporting Act, and HIPAA standards for documentation and confidentiality.
- Suicide Assessment.

Ability to:

- Communicate effectively, verbally and in writing.
- Establish successful working relationships with other employees, supervisors, and other departments.
- Drive to community sites.
- Plan and organize complex projects involving personnel and community health programs.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	<u> X </u>	_____	_____
Walks	_____	<u> X </u>	_____	_____
Sits	_____	_____	_____	<u> X </u>
Uses fingers in a repetitive motion	_____	_____	<u> X </u>	_____
Uses hands to grasp, finger, handle, or feel	_____	<u> X </u>	_____	_____
Reaches with hands and arms above shoulder	_____	<u> X </u>	_____	_____
Climbs or balances	<u> X </u>	_____	_____	_____
Twists or turns	<u> X </u>	_____	_____	_____
Stoops, kneels, crouches, bends, or crawls	<u> X </u>	_____	_____	_____
Pulls, pushes, or carries	_____	<u> X </u>	_____	_____
Talks or hears	_____	_____	_____	<u> X </u>
Tastes or smells	<u> X </u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	<u> X </u>	_____	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u> X </u>	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	<u> X </u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	<u> X </u>	_____	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u> X </u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

Absence of color blindness

Corrected vision of...

Enter specific vision requirement here
Enter specific vision requirement here

Uncorrected vision of...

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

----- Amount of Time -----

Environmental Conditions

None Less than 1/3 1/3 to 2/3 More than 2/3

Customary indoor conditions	_____	_____	_____	_____ X
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____ X	_____	_____	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	_____ X	_____	_____	_____
Works near moving mechanical parts	_____ X	_____	_____	_____
Works in high precarious places, underground, or confined spaces	_____ X	_____	_____	_____
Flying debris or airborne particles	_____ X	_____	_____	_____
Fire, smoke, fumes, gases, or noxious odors	_____ X	_____	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	_____ X	_____	_____	_____
Risk of electrical shock	_____ X	_____	_____	_____
Works with explosives or risk of radiation	_____ X	_____	_____	_____
Vibration	_____ X	_____	_____	_____
Extreme illumination	_____ X	_____	_____	_____
Low noise level (Normal voice tones)	_____	_____	_____	_____ X
Moderate noise level (Raised voice levels)	_____	_____	_____ X	_____
High noise level (Shouting/ear protection may be needed)	_____ X	_____	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:




Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____