



Role Description

November 01, 2003
June 01, 2010
November 01, 2011
December 01, 2012,
November 23, 2013

November 22, 2014
October 24, 2015,
November 17, 2016
November 18, 2017
October 13, 201

Title: Therapist
Department: Behavioral
Location: Region as Assigned
Reports to: Regional Director/Director

Position Summary: To achieve a homelike, community integrated living environment based on values of individual self-worth, dignity, equality and respect for maximum participation in routine everyday activities, experiences, therapies, health services, community support activities and opportunities for community inclusion to behaviorally, emotionally, and profound/severely developmentally disabled young adults who reside in a community residential setting under DHS/DCFS regulations and licensing rules in order to assure maximum normalized living, independence and self reliance while growing up and as an adult.

To improve or assure consistency in attained functional skills and provide structured community, social and interpersonal experiences/activities normalized developmental growth while meeting requirements and the guidelines of funding, monitoring and accrediting agencies. Works in conjunction with Regional Team Leaders, RSD's and case managers.

To provide any necessary therapeutic services as outlined in the individual's IPP, ACR, or as needed.

Duties:

- Provides individual therapeutic services to an individual on a weekly basis. If an individual requires more, adjustments will be made to see the individual as needed.



- Writes Therapy monthly notes for the case file.
- Evaluates worker's performance of assigned tasks examining outcome against stated criteria and discussing assessment using both formal and informal methodology in order to interpret results of task performance for worker growth and to ensure that performance standards necessary to achieve objectives are met.
- Determines and/or interprets work procedures (e.g., scheduling priority tasks) in order to promote efficient, assure client's programmatic and personal needs are met and to coordinate flow of work.
- Communicates with diagnostic, professional and developmental training/education staff on behalf of DSP's in order to assure concerted action between units.
- Examines and evaluates primary and collateral information (tracking sheets, goals, progress notes etc.) from staff, professionals and others to monitor case records in order to check presence, completeness and adherence to standards of entry.
- Conducts regularly scheduled staff meetings, using discretion as to subject matter, in order to coordinate service delivery to clients.
- Help train new staff or conducts in-services for current staff using necessary materials in accordance with Individual Advocacy Groups policies and procedures.
- Participates in/conducts/attends meetings of an informational or problem solving nature, e/g/, IPP, parent meeting, diagnostic, intake/discharge, contributing appropriate input, in order to establish and maintain effective communication, to assure professional program planning and monitoring and to perform necessary organizational business.
- Writes/develops sequence of steps or procedures by which client may achieve specified result or goal, adapting and modifying plan as changes in situations and/or client require, in order to implement effective interventions/supports and to monitor progress.
- Writes/reviews/evaluates individual's program plan, referring to recommendations of both clients and client's previous performance and outcomes, makes adjustment and changes using discretion as to need in order to formulate individual program plan.
- Monitors/writes incident reports using staff and client information, case records and knowledge or the situation, recommending and approving plans for resolution in order to compile required records and information for service planning.



- Reinforces proper behavior, language and social pattern etc., in order to improve or increase consistency of the independent functioning of the client.
- Exchanges with, receives from or provides to diagnostic staff, colleagues or supervisor information about client or client program in verbal or written format as required in order to maintain records, plan or implement services.
- Formulates client objectives and evaluates client's performance on assigned objectives examining outcome against stated criteria, using rating scales, tracking sheets, monthly progress notes, etc. in order to ensure personal growth and improvement in specific skills.
- Substitutes for absent coworker in performance of assigned duties with direction from supervisor in order to ensure the day-to-day functioning of the unit.
- Completes required IPP reports, forms, progress notes etc., and using performance records, tracing sheets, and established guidelines in order to maintain compliance with agency and state requirements.
- Evaluates/discusses in individual conference, worker's understanding of policies (e.g., progressive discipline), job behavior, (e.g., tardiness which exceeds expected level), judging content and consequences of work behavior in order to inform worker of results of work performance.

Minimum Requirements:

Education/Experience:

- Masters degree in related field
- 1 year minimum of directly related work experience
- Licensed by State of Illinois Guideline (MSW, LCSW)

Skills/Knowledge:

- Follows methods and procedures in delivery of instructional, training and support services.
- Knowledge of and implementation of each designated individuals' needs, goals, interventions and supports.
- Completion of required records keeping, reports and assignments.
- Quality of interactions with supervisor, unit staff, consumers and outside individuals.
- Efficient/cost effective use of time, materials and human resources.
- Quality of coordination of work and monitoring of work performance.



- Proficient in word processing, data base management, and spreadsheet, e.g., Word Access or Excel.
- Must possess strong interpersonal skills.
- Must possess a valid driver's license

- Must possess current vehicle insurance
- Must be over 25 to operate an agency vehicle.

Physical Demands:

- May be required to frequently sit for extended periods.
- May be required to infrequently lift/move objects weighing up to 25 pounds.
- Must possess the ability to communicate effectively (verbally and in writing) with Agency supervisors, co-workers, benefit providers, and clients.
- Must have visual, hearing, and learning capabilities sufficient to perform the essential functions defined above.

Environment and Scheduling:

- Work performed in well-lit, confidential environment.
- May be required to meet with individuals and/or staff throughout the Agency's facilities.
- Duties may involve contact with individuals who may be hostile, dangerous, threatening, aggressive and/or under the influence of drugs or alcohol.
- Scheduled work hours are based on schedule for program and response to emergency situation.

Employee Print Name: _____

Signature: _____ Date: _____

Supervisor Print Name: _____

Signature: _____ Date: _____