



Job Description

Job Title	<i>Lead Therapist</i>
Department	<i>Health and Education</i>
Reports to	<i>Chief Mental Health Officer</i>
Location	<i>Washington, DC</i>
Position Type	<i>Regular, Full-time</i>
Exemption Status	<i>Exempt</i>
EEO Classification	<i>2000</i>
Date	<i>December 2024</i>

General Summary

The lead therapist will provide intensive clinical therapeutic services to children, adolescents, and adults with identified behavioral health diagnoses. The Lead therapist will assist with the specific mental health needs of the identified client as they relate to their diagnosis. In addition, services are provided using client-centered and family-centered approaches and delivered through intensive, time-limited, and goal-specific interventions.

Essential Duties and Responsibilities

According to the ADA 1990, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Oversee clinical operations and ensure the quality of mental health services is satisfactory.
- Supervise and support therapists, counselors, and other clinical staff.
- Develop and implement treatment protocols and ensure compliance with ethical standards.
- Conduct client assessments, manage difficult or crisis cases, and refer clients to internal or community resources as necessary.
- Collaborate with the administrative team for program development and community outreach.
- Establishes positive, trusting rapport with patients.
- Diagnoses and treats mental health disorders.
- Creates individualized treatment plans according to patient needs and circumstances.
- Meet with patients regularly to provide counseling, treatment and adjust treatment plans as necessary.
- Conducts ongoing assessments of patient progress. Involves and advises family members when appropriate.
- Refers patients to outside specialists or agencies when necessary.
- Maintains thorough records of patient meetings and progress.
- Follows all safety protocols and maintains client confidentiality.
- Contributes to practice by accomplishing related tasks as needed.
- Maintain confidentiality of records relating to the client's treatment.
- Gather information about community mental health needs and resources that could be used in conjunction with therapy.
- Assess clients' mental conditions based on the review of client information, interviews, observations, tests, and collaboration with other staff.
- Serve as a client advocate to coordinate required services or to resolve emergency problems in crisis situations.
- Develop and implement treatment plans based on diagnosis, clinical experience/knowledge, and clients presenting problems.
- Provide clinical documentation and ensure that all filing of clinical information is done accurately and within the time frame required.



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- Maintain compliance with all federal and state regulations and standards.

Qualifications

- Master's degree in psychology, Social Work, or a related field is required.
- A mental health professional licensed (e.g., LPC, LCSW, LMFT) is required.
- At least 5 years of clinical experience with supervisory experience preferred.
- Strong leadership and organizational skills.
- Excellent written and verbal communication skills.
- Experience with change management and driving organizational change.
- Commitment to continuous improvement and professional development.
- Proficient in Microsoft Suite.
- Must be legally authorized to work within the United States.
- Must be able to successfully complete a background check.

Working Conditions

The employee will be working in a normal office setting to include a possible hybrid schedule.

Physical Requirements

While performing the duties of this job, the employee will frequently sit, stand, walk, and reach. May need to lift files or packages periodically.

Other Duties

This job description is intended to describe the general nature and work performed by employees but is not a complete list of activities, duties, or responsibilities required of personnel. Furthermore, other duties, responsibilities, and activities may change or be assigned at the discretion of the employer.

Direct Reports

The Mental Health Coordinator.

Signature

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Name: _____

Employee Signature: _____

Date: _____

