



## Child and Family Therapist Greenville, SC

**About us:** A Child's Haven (ACH) is a 501(c)(3) nonprofit organization who operates a Therapeutic Child Care Center (TCC.) TCC is a child-focused, family-centered intervention which targets the relationship between the child and the parent (or primary care giver.) Grounded in attachment theory, services are relationship-based, developmentally appropriate, and trauma informed. Young children receive individual & group therapy, caregivers receive parent education and family therapy, to include home visitation. We're dedicated to transforming the lives of young children who have experienced developmental delays or behavioral challenges. Many are victims of poverty, child abuse or domestic violence.

### POSITION SUMMARY:

The Child & Family Therapist (CFT) is responsible for providing, documenting and billing for treatment services for children and families enrolled in the TCC program and serves as families' primary contact to the agency. CFT's are expected to administer, document and bill for the following core services: in-home Family Therapy and on-campus Individual Therapy to children throughout program enrollment. Other important responsibilities include Diagnostic Assessments, Individual Plan of Care (IPOC) development and management, Medicaid Authorizations and re-authorizations, Medicaid billing, Clinical assessments, treatment planning activities and case management. CFTs are expected to provide services in compliance with A Child's Haven (ACH) Policies, SCDHHS-Rehabilitative Behavioral Health Services Policies, DSS Child Care Regulations, CARF and any other regulating bodies. Demonstrates a thorough understanding of treatment with children ages 5 and under, and related eligibility and revenue requirements associated with Medicaid and other funding sources.

### ESSENTIAL JOB FUNCTIONS:

- CFT's are expected to manage a caseload of 12 families and deliver, document and bill for a minimum total of 4 core services to each family per month. Core services are in-home Family Therapy and on- campus Individual Therapy to children; 2 minimum Family Therapy is required per month per client.
- Develops and executes Individualized Plans of Care (IPOC) according to SCDHHS and ACH standards, in collaboration with parents/caregivers, TCC Group Treatment providers, and any external other service providers.
- Develops IPOC individual treatment goals and objectives inclusive of social, emotional and behavioral development, and in accordance with developmentally appropriate practice, to help guide interventions in TCC, Individual Therapy and Family Therapy services.
- Completes client intake and enrollment documentation according to SCDHHS and ACH standards.
- Ensures compliance in receiving required training hours, be for licensure or ACH policies.
- Ensures fidelity to evidence-based program model adopted by agency
- Completes IPOC reviews, Progress Summary Reviews, Addendums and Reauthorizations according to SCDHHS, and ACH standards.
- Coordinates transition and discharge planning according to ACH policy and procedures; complies with SCDHHS requirements
- Provide individual and family therapy, therapeutic intervention, and teaches behavior management

- skills and positive parenting techniques.
- Parent groups, as needed, or defined by curricula.
- Prepares and participates in Service Plan Delivery (SPD) meetings, called Treatment Team Meetings where progress of families is discussed as a team
- Manages and coordinates the individual treatment needs of the children and families on your caseload with classroom staff.
- Manages and maintains licensure and clinical supervision requirements
- Meets program due dates and accurate timely submissions of all documentation: clinical services notes, IPOCs, Reviews, client contacts, referrals, expense reports
- Submit well-written objective documentation of clinical intervention and observations in accordance to SCDHHS, and ACH standards within required time frames.
- Protects child and family rights to privacy and confidentiality, especially in relation to the communication of information with third parties.
- Understands Medicaid and grant program requirements for the provision of services and meets the standards set for units of service delivered and number of participants served.
- Other duties as assigned

#### **TECHNOLOGY/COMPUTER SKILLS:**

- Experience working in various computer databases
- Experience managing Electronic Medical Systems
- Computer Skills – Microsoft office and ability to learn other programs

#### **LANGUAGE REQUIREMENT:**

- Bilingual English and Spanish is desired, but not required

#### **MINIMUM JOB QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Preference given to those rostered in TF-CBT or PCIT
- Preference given to those with Infant-Early Childhood Mental Health endorsement <https://www.scimha.org/COMPETENCIES>

#### **EDUCATION AND EXPERIENCE:**

- Master's Degree in Counseling, Social Work, Marriage and Family Therapy, Psychology or related area with a minimum of 30 hours in behavioral health, child development coursework/training, **with LPC, or LMSW licensure (see below for full requirements.)**
- Meet requirements for SCDHHS Medicaid Rehabilitative Behavioral Health Services and SCDSS child care worker.
- Must complete satisfactory pre-employment drug screening, criminal background, central registry, education/employment and personal reference and DMV checks
- Must provide proof of auto insurability

#### **LICENSE, CERTIFICATIONS OR REGISTRATIONS:**

- LPC and/or LMSW in Clinical Supervision for at least 3 months is required
- Preference given to those with an independent license. If not licensed on an independent level must be actively or in the process of clinical supervision to obtain independent license.
- Current driver's license and proof of insurability
- Pass background check and fingerprinting as required

## **ESSENTIAL PHYSICAL SKILLS:**

- Perform general physical activities that require considerable use of arms, legs and moving the whole body
- Stand for long periods
- Use a computer keyboard for long periods
- Walk distances of ¼ mile
- Stoop and sit to enable communication with young children at children's level
- Move quickly, reach and lift in the handling of weight of materials and caring for young children

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

## **EMPLOYMENT STATUS: EXEMPT**

### **BENEFITS:**

- ACH may be able to provide internal clinical supervision under the direction of licensed clinical directors. If ACH is unable to provide the clinical supervision required for a CFT's licensure, external clinical supervision will be paid or reimbursed by ACH.
- ACH may pay for or reimburse expenses towards licensing fees
- Ongoing Professional Development paid by ACH
- A Child's Haven offers all full-time employees medical, dental, vision, short/long term disability, and life insurance as well as a 401k retirement plan. Employees are eligible for these benefits the first of the month following 30 days of employment. A generous paid time off (PTO) and holiday package are available.

### **CITIZENSHIP REQUIREMENTS:**

- Must be authorized to work in the United States. No sponsorship provided.

A Child's Haven provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, pregnancy, childbirth, or related medical conditions, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

To apply for this position please complete our employment application which is located at our website [www.achildshaven.org](http://www.achildshaven.org). Please submit the application along with a resume to [hr@achildshaven.org](mailto:hr@achildshaven.org). Please place the job title in the subject line of the email. An application must be completed in its entirety. Please do not put "see resume" in the work history and check to ensure the application is signed. Otherwise, the application is incomplete and cannot be considered.