



Code: 3533
Family: Health and Human Services
Service: Health and Welfare
Group: Medical and Social Service
Series: Social Service

CLASS TITLE: CLINICAL THERAPIST II

CHARACTERISTICS OF THE CLASS

Under supervision, the class performs at the fully functional level providing professional therapeutic treatment and consultation to clients, and performs related duties as required

ESSENTIAL DUTIES

- Conducts comprehensive clinical interviews with clients and their families to collect data needed for mental health assessment and diagnostic purposes
- Handles more complex and difficult cases, working with individuals and families with multiple or more severe psycho-social problems
- Develops individual treatment plans based on clinical assessments and diagnostic interviews
- Conducts individual, group, and family mental health treatments in one-on-one and or group health counseling sessions
- Provides intensive psychotherapy and counseling to clients with high rates of recidivism
- Meets with supervisor and participates in group staff meetings to review the status of caseloads and the progress of clients
- Consults with psychiatrists, physicians, and other clinical staff for cooperative planning and implementation of treatment plans
- Provides case management services to assigned client caseload
- Prepares various administrative reports relating to services provided and clients served
- Makes referrals and linkages with health and social service agencies to obtain needed support services for clients
- Responds to crisis situations (e.g., violence in the workplace, accidents, general workplace unrest), as required
- Provides consultation and mental health education workshops to community organizations
- Prepares detailed case records and prepares reports on services rendered and work activities
- Provides counseling and psychotherapy services to employees through a departmental employee assistance program
- Participates in the development of standards for client care

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Master's degree in Psychology or Social Work, plus one year of professional mental health experience; or a Master's degree in Guidance and Counseling, Vocational Rehabilitation, Pastoral Counseling, Art Therapy, or Educational Psychology, plus one year post-master's supervised practicum carried out in a mental health setting, as well as one additional year of professional mental health experience,

or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met

Licensure, Certification, or Other Qualifications

- Positions require individuals to possess of any one or more of the following licenses or their equivalent which enables the clinician to practice with clinical supervision in the state of Illinois: Licensed Professional Counselor (LPC), Licensed Social Worker (LSW), or Associate Marriage and Family Therapist (AMFT).

WORKING CONDITIONS

- General office environment
- Medical facilities environment (e.g., mental health center)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier)
- Computers and peripheral equipment (e.g., personal computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- *applicable federal, state, local laws, regulations, and guidelines
- *mental health care principles, practices, and procedures
- *individual, family and group psychotherapy and counseling methods
- *social services programs and resources
- *clinical methods and procedures
- *record keeping methods, practices, and procedures
- *specialty program planning, development, coordination, and evaluation
- *particular needs, issues, and concerns of specific communities or groups (e.g., the elderly, mentally ill or disabled persons, domestic violence victims)
- social, developmental, cultural, economic, and legislative issues and trends impacting targeted populations
- *uses, side effects, and interactions of prescription medicines and other drugs

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- *NEGOTIATION - Bring others together and trying to reconcile differences
- *PERSUASION - Persuade others to change their minds or behavior
- *SERVICE ORIENTATION - Actively look for ways to help people
- *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Clinical Therapist I class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- IDENTIFY PATTERNS - Identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Clinical Therapist I class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
April, 2024