



**Code: 3534**  
Family: Health and Human Services  
Service: Health and Welfare  
Group: Medical and Social Service  
Series: Social Service

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## **CLASS TITLE: CLINICAL THERAPIST III**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, the class provides professional therapeutic treatment services in a supervisory and administrative capacity, and performs related duties as required

### **ESSENTIAL DUTIES**

- Manages a therapeutic program, coordinating case management services to clients and overseeing clinical staff to ensure adherence to program goals and standards
- Assigns caseloads, reviews treatment plans prepared by staff, and facilitates psychotherapy sessions for clinical staff
- Oversees and evaluates staff performance in all phases of psychotherapeutic treatment
- Meets with staff to review the status of caseloads and the progress of clients
- Assists staff in providing quality services and managing workloads
- Develops and implements objectives and standards for client care
- Plans and implements staff development, in-service training programs, and case management presentations
- Assists in the implementation of administrative policies, programs, and activities at a mental health center
- Maintains program records and prepares statistical and narrative reports of program activities and accomplishments
- Prepares various administrative reports relating to services provided and clients served
- Provides counseling and psychotherapy services to employees through a departmental employee assistance program
- Provides professional diagnostic assessment and psychotherapy to individuals, groups, and families
- Consults with psychiatrists, physicians, clinical therapists, and other staff members to ensure cooperative treatment planning
- Provides referrals and linkages with outside agencies to obtain additional services needed by clients
- Responds to crisis situations (e.g., violence in the workplace, accidents, general workplace unrest), as required
- Conducts and facilitates training seminars requested by various City departments and outside agencies, as requested

**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 three years 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 three additional years 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**

- Some positions may require individuals to be Licensed Practitioners of the Healing Arts (LPHA) requiring possession of any one or more of the following clinical licenses: Licensed Clinical Professional Counselor (LCPC), Licensed Clinical Social Worker (LCSW), and/or Licensed Professional Psychologist (LCP).

**WORKING CONDITIONS**

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

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

**Knowledge**

Considerable knowledge of:

- \*applicable federal, state, and local laws, regulations, and guidelines
- \*mental health care principles, practices, and procedures
- \*individual, family and group psychotherapy and counseling
- \*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

Some knowledge of:

- alcohol and substance abuse traits and treatments
- supervisory methods, practices, and procedures
- \*case management methods and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations  
Other knowledge as required for successful performance in the Clinical Therapist II class

### **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
- LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- \*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
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- \*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 II 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
- RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- 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 II class

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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.

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City of Chicago  
Department of Human Resources  
March, 2014