Job Title: Associate Marriage and Family Therapist (AMFT)
Associate Social Worker (ASW)

Department: Mental Health

Reports To: Supervisor

FLSA Status: Non-exempt

Prepared Date: July 2019

Primary Purpose of the Job
The AMFT or ASW position performs supervised individual and group counseling and attends weekly supervision. This role provides assessment, treatment planning, and clinical service counseling. They may also perform other related tasks that are a part of the agency's operation. Work is supervised by professional staff, and individual clinical work is supervised by a licensed clinician. All employees at Hively are required to have Criminal Justice clearance.

Essential Duties
- Provides direct service psychotherapy to caseload.
- Maintains up-to-date clinical documentation as required.
- Consults with supervisors and staff as needed/required.
- Attends supervision on a weekly basis and in a prompt manner.
- Interacts with staff and clients in a professional and ethical manner.
- Participates in supervision and training with an openness to learning and receiving feedback.
- Performs additional job-related duties and responsibilities as requested.

Required Knowledge, Skills and Abilities
- Master's Degree completed or in progress from an accredited college or university in related field
- Knowledge and basic skills in counseling practices and methods.
- Ability to plan, implement, evaluate and report activities conducted.
- Ability to communicate effectively in writing and to prepare written and electronic documents.
- Ability to communicate orally, both in person and by telephone.
- Ability to travel to meetings, other campuses and counseling sites.
- Ability to establish rapport with others as a requisite for healthy and therapeutic relationships.
- Ability to be both consistent and flexible as circumstances warrant.
- Ability to remain calm and supportive in psychological emergencies and/or crises when provided with appropriate supervision and direction.
- Demonstrates self-awareness in order to relate to others effectively and appropriately.
Preferred Knowledge, Skills and Abilities
● Bilingual in English and Spanish is a plus.

Physical Requirements
● Ability to sit at a desk for extended amounts of time
● Ability to stand for extended amounts of time
● Manual dexterity to use a telephone and computer
● Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
● Facility to speak in audible tones so that others may understand clearly in normal conversations and over the telephone
● Physical agility to lift and carry up to 20 pounds and to bend, stoop, walk and reach overhead
● Physical agility to push/pull, squat, twist and turn
● Mental acuity to perform the essential functions of this position in an accurate and timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Hively adheres to the provisions of ADA regarding reasonable accommodation procedures.