# JOB DESCRIPTION

**General Job Title:** Functional Family Therapy (FFT) Therapist  

**Original Date:** June 8, 2012  

**Unit:** D – Direct Care  

**Department:** Bedford-Somerset FFT  

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## Basic Function and Scope of Responsibilities:

An FFT Therapist shall provide community based services in accordance with Federal, State, and Agency requirements and meet FFT, Inc. fidelity standards.

FFT is an evidence-based, high-quality family intervention program for at-risk youth that builds on family strengths to address and manage a wide range of emotional and behavioral issues. The FFT program serves children/adolescents ages 10-18 who are at risk of out of home placement.

FFT is designed to provide therapeutic treatment in order to reduce the need for more intensive levels of service, including Family Based Mental Health Services, crisis intervention, or inpatient hospitalization. FFT adheres to the philosophy of recovery in that it affords the opportunity for treatment in the least-restrictive setting.

FFT encompasses evaluation and treatment, which includes family therapy in an individual’s residence or other appropriate community site. FFT is a time-limited service. Transition to other services, including outpatient clinic-based services, is to occur as soon as FFT is no longer medically necessary.

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## Principal Responsibilities:

1. **Provide Therapy:**
   - Provide therapy to client and client’s family
   - Utilize multiple treatment modalities within the FFT model
   - Implement individual treatment plans
   - Maintain FFT, Inc. fidelity standards

2. **Development of treatment plan:**
   - Create goals based on intake &/or psychiatric/psychological evaluation
   - Devise Treatment plan within five days of starting in the program
   - Update treatment plan every 120 days of service
   - Attend ISPT meetings, as appropriate
   - Implement individual treatment plans

3. **Documentation of client’s response to treatment:**
   - Document client’s behavior and progress towards his/her goals
   - Complete CSS Progress Notes accurately and in a timely fashion
   - Communicate with parents, referral source and other involved agencies regarding the client’s progress in treatment
   - Complete ‘Relapse Prevention Plan’ at discharge

4. **Provide crisis intervention:**
   - De-escalate client, if client begins to get angry
   - Provide assistance/direction if client needs to call local crisis center
   - Complete Incident report form and turn into supervisor within 24 hours
e. Attend trainings in order to continually stay current with practices and guidelines:
   - Annually attend 15 hours of training and all FFT, Inc. required trainings
   - Attend Nonviolent Crisis Intervention training
   - Attend Blood Borne Pathogens training
   - Attend Fire Evacuation and Safety training
f. Performs other duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Education Requirements:** Check the minimum level of formal education that is required to perform this job satisfactorily.

**See “Supervised Period” below for further clarification.**

- [ ] High School Diploma or GED
- [ ] Vocational School or some college courses
- [ ] Associate’s Degree, Trade or Technical School
- [x] Bachelor’s Degree
- [ ] Master’s Degree
- [ ] Doctoral Degree

**List specific examples of degree(s), area(s) of study, and/or licensure(s), denoting (R) if required or (P) if preferred**

**Qualifications, Training, Skills, Knowledge and/or Experience:** List specific examples, denoting (R) if required or (P) if preferred

(a) An FFT Therapist must have a master's degree in a social service field and at least one year of experience working with children and families.

(b) In addition to the training requirements assigned by leadership and program directors, an FFT Therapist must receive training and experience in crisis intervention.

(c) Act 33 & 34 clearances, FBI fingerprint clearances

**Approved by (Supervisor):**

**Approved by (HR):**

**Salary grade (HR):**

**Cost center (HR):**

**Authority:**

**Decision Making**

What is the nature of the direct supervision that is provided to the incumbent of this position?

(a) Supervision: An FFT Therapist shall be supervised and report to the FFT supervisor as well as the Somerset-Bedford Children’s Program Director.

**Financial Authority**

Provide quantitative measurements (i.e. budgets, sales volumes, etc.) for which this position is responsible. Indicate type and amount: None
Supervisory Responsibility:
☒ No supervisory responsibility
☐ Provides guidance, leadership, or training to other employees (no direct supervision)
☐ Directly responsible for supervising non-exempt, clerical, or office administrative personnel
☐ Directly responsible for supervising exempt, professional, or technical employees
☐ Directly responsible for supervising supervisory/managerial employees

Organizational Structure:
Job Title to which this position reports: Clinical Director/Program Director/FFT Supervisor
Job Titles directly reporting to this position: None
Job Titles indirectly reporting to this position (e.g. Titles reporting to position's subordinates): None

Working Conditions:
Please describe the following work conditions that are generally required to execute the principal duties of this position

Physical surroundings (e.g. office equipment): Community Setting and Client Homes

Adverse working environment (e.g. specify extent of exposure to noise, extreme temperature, dirt, dangerous machinery, or other hazardous conditions requiring safety adherence and/or PPE equipment): Client interactions

Physical Effort: (Specify repetitive lifting, bending, stooping, or other physical effort required): Minimal

Domestic/International Travel: Throughout Bedford-Somerset Counties to deliver community based services

Extensive Hours: None

Performance Evaluation: The FFT Therapist shall be given an initial 90 day written performance review followed by an annual performance evaluation within the 30 day time period preceding employee's employment anniversary. Performance reviews are based upon measurable performance standards.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. Nulton Diagnostic and Treatment Center, P.C., reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.