

Cheyenne Mountain Counseling & Wellness Center (CMCWC)

Marriage & Family Therapist - Job Description

General Summary

The CMCWC Marriage & Family Therapist will be responsible for Diagnosis and treatment of mental and emotional disorders, whether cognitive, affective, or behavioral, within the context of marriage and family systems. Apply psychotherapeutic and family systems theories and techniques in the delivery of services to individuals, couples, and families for the purpose of treating such diagnosed mental and emotional disorders. Specific duties are outlined below.

These professionals must have a minimum of a Master's Degree in Marriage and Therapy, Counseling, Psychology or related field, must be registered with DORA, and have at least one year experience in counseling or related field.

Primary Operational Tasks

- **Telephone Duties:**
 - Provide general information to callers.
 - Perform telephone intakes (using procedures proscribed).
 - Return Client phone calls as needed
- **General Administrative Duties:**
 - Establish and maintain paper and electronic filing systems.
 - Maintain common documents, recording and updating information as directed.
 - Complete forms in accordance with company procedures and legal requirements.
 - Using MS Word, prepare correspondence, reports, or other documents as requested.
 - Operate and manage office equipment (fax, copier, telephone).
 - Make copies of correspondence, forms, etc. as required.
- **Scheduling/Calendaring Duties:**
 - Schedule and confirm appointments for clients
 - Coordinate schedule availability with Administrative Assistant, and assist clients in using online calendar.
- **Accounting Support Duties:**
 - Ensure clients are paying copays, deductibles, and cash to administrative assistant.
- **Therapeutic Duties**
 - Ask questions that will help clients identify their feelings and behaviors.
 - Counsel clients on concerns, such as unsatisfactory relationships, divorce and separation, child rearing, home management, and financial difficulties.
 - Encourage individuals and family members to develop and use skills and strategies for confronting their problems in a constructive manner.
 - Maintain case files that include activities, progress notes, evaluations, and recommendations.
 - Develop and implement individualized treatment plans addressing family relationship problems, destructive patterns of behavior, and other personal issues.
 - Collect information about clients, using techniques such as testing, interviewing, discussion, and observation.

- Confer with clients to develop plans for post-treatment activities.
- Confer with other counselors, doctors, and professionals to analyze individual cases and to coordinate counseling services. Participate in case meetings and group supervision.
- Determine whether clients should be counseled or referred to other specialists in such fields as medicine, psychiatry, and legal aid.
- Follow up on results of counseling programs and clients' adjustments to determine effectiveness of programs.
- **Additional Duties:**
 - Attend and participate in monthly staff meetings, recording any action items as needed.
 - Provide administrative and logistical support for program development projects as needed.