

Organization: **Youth & Family Services (YFS)**

Department: **CC**

Position: **Intake Therapist**

Status: **Part-Time**

Reports to: **Site Coordinator**

Location: **Rapid City, SD**

**Work Schedule:**

Work Days: Monday through Friday

Hours/Week: 20

Non-smoking work environment. Wage DOEQ. E.O.E.

**Benefits:** YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, discounts at select local businesses and more! Click here to view a copy of our [Benefit Synopsis](#).

**Minimum Qualifications:** Masters Degree in counseling, social work or related field required. LPC-MH, and CSW-PIP preferred. (May be working towards licensure in social Work or Professional Counselor). Background in crisis intervention; alcohol & drug abuse prevention and counseling; family and individual counseling; mental health evaluation and diagnosis; family systems; community networking; and public relations. Experience with youth and family systems, community networking, and public relations. Ability to maintain confidentiality and be willing to have flexible work hours. TB test required. Current vehicle liability insurance and a valid driver's license required.

**Essential Functions:**

- Conduct screenings on potential referrals to the Counseling Center or Youth Trauma Center.
- Complete intake assessments, including the scoring and data entry, on all children and families referred to the Youth Trauma Center.
- Score assessment tools and complete data entry as appropriate.
- Consult with Lead Therapist and make recommendations for treatment.
- Serve as therapist providing counseling services to youth and their families, who are experiencing problems related to substance abuse, family systems issues or other life difficulties.
- Provide individual, group and family counseling to youth and their families.
- Develop and utilize a network of associated community resources for purposes of referrals if clientele are deemed inappropriate for programming efforts and for case management activities associated with the position.
- Ensure case documentation is recorded in a timely manner, and in strictest compliance with Performance Standards and quality assurance.
- Provide crisis intervention services to youth and their families. Provide on-call coverage on a rotating schedule with other clinical staff.
- Adhere with all licensure requirements including appropriate ethical standards, if applicable.
- Maintain productivity average of 56.25% billable hours per work day.

**Additional Functions:** Comply with administrative requests for reporting, record keeping, fundraising, public relations, and training. Provide information and referral services to clientele regarding local sexual abuse, alcohol and drug treatment programs, prevention/intervention programs and other essential service providers. Perform additional duties as requested by supervisor. Ensure that all therapeutic and office staff who work in

the Counseling Center adopt and maintain a friendly and welcoming attitude toward all clients regardless of their issue(s) or stage of recovery.

**Environmental Functions:** Perform duties in a controlled office environment and remotely. Ability to lift up to 50 lbs.

**How to Apply:** For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

**How to Submit Application:**

By email

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

**Any questions? Call HR Team at 605-342-4195!**