

POSITION DESCRIPTION



Art Therapy			
Job Title:	Art Therapist	Department:	Clinical
Supervisor Name:	Jeffrey Wolfe, MM, MT-BC	Title:	Community Programs Manager
Supervisees:	Clinical and/or administrative interns	Employment Type:	Part-Time, Paid per case/assigned project, non-exempt

Job Description

JOB SUMMARY

Provides art therapy to diverse clientele at various locations and assumes all responsibilities of an art therapist, ensuring the highest level of care. Responsible for overseeing and managing clinical and/or administrative interns assigned to therapist’s cases.

ROLE AND RESPONSIBILITIES

- Functions as an arts therapist with 1-21 client sessions per week.
- Demonstrates thorough case conceptualization during treatment plan, including assessments to identify client’s strengths/areas of need, goal writing, treatment implementation, and re-assessment of progress made.
- Collaborates with client, client’s family, and/or other members of client’s treatment team during therapeutic process.
- Completes documentation, administrative paperwork, client and/or contract scheduling, in-house client billing, and other tasks/responsibilities in timely manner as outlined in ITA’s policies and procedures.
- Maintains consistent, clear, and prompt communication with primary supervisor and other ITA staff.
- Maintains consistent, clear, and prompt communication with all assigned community and school contract personnel.
- Provides trainings, workshops, and presentations as needed for outside professionals.
- Seeks clinical supervision from primary supervisor to help ensure quality delivery of clinical services and professional development as needed, and immediately reports any emergent needs.
- Seeks continued professional development through outside trainings, conferences, or other offerings within the Creative Arts Therapy field.
- Actively works to expand ITA’s network and presence in the greater Chicagoland area.
- Strictly adheres to ITA’s policies and procedures.
- Maintains and promotes quality assurance standards, including, but not limited to, the American Counseling Association Codes of Ethics and Standards of Practice/Codes of Ethics within each Creative Arts Therapy field.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum of a Master’s degree in Art Therapy
- Professionally credentialed in Art Therapy
- 3-5 year’s professional clinical experience

COMPETENCIES AND PREFERRED SKILLS

- Understands and strictly adheres to the ethical codes of the creative arts therapy professions and the American Counseling Association.
- Strong knowledge of creative arts therapy and psychology theories and treatment methods.
- Solid leadership skills.

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- Strong communication skills: persuasive writing and oral communication.
- Creativity in carrying out clinical tasks.
- Ability to work collaboratively with colleagues.
- Excellent organizational skills and attention to detail.
- Proven ability to manage one's own time.
- Experience and comfort in public speaking and presentations.
- Strong knowledge in Microsoft Office suite with a minimum of beginner skills in Microsoft Excel

WORKING CONDITIONS (TRAVEL, WEEKEND OR EVENING HOURS, OFF-SITE WORK)

- Frequent travel to off-site contracts and ITA satellite clinics.
- Ability to handle physical demands of treatment (e.g. stoop, kneel, crouch, lift, or stand for long periods).
Additionally, this position may require moving heavy equipment, or assisting clients in movement.

Revised 7.12.16 JR