

Position Description			
<b>Job Title:</b>	Art Therapist	<b>Department:</b>	Clinical
<b>Supervisor Name:</b>	Jeffrey Wolfe	<b>Title:</b>	Dir. Community Programs
<b>Supervisees:</b>	Clinical interns	<b>Employment Type:</b>	Full time, exempt
Job Description			
<p><b>JOB SUMMARY</b></p> <p>Provides creative arts therapy to diverse clientele at various locations and assumes all responsibilities of a creative arts therapist, ensuring the highest level of care. May be responsible for overseeing and managing clinical and administrative interns assigned to therapist’s cases.</p> <p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Functions as a creative arts therapist.</li> <li>• Provides effective treatment, demonstrating thorough case conceptualization during treatment planning, conducting assessments to identify client’s strengths/areas of need, drafting measurable goals with client/family and continues to engage in measurement of progress made.</li> <li>• Collaborates with client, client’s family, and/or other members of client’s treatment team during therapeutic process.</li> <li>• 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.</li> <li>• Maintains consistent, clear, and prompt communication with primary supervisor and other ITA staff.</li> <li>• Maintains consistent, clear, and prompt communication with all assigned community and school contract personnel.</li> <li>• Provides trainings, workshops, and presentations as needed for outside professionals.</li> <li>• 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.</li> <li>• Seeks continued professional development through outside trainings, conferences, or other offerings within the Creative Arts Therapy field.</li> <li>• Actively works to expand ITA’s network and presence in the greater Chicagoland area.</li> <li>• Strictly adheres to ITA’s policies and procedures.</li> <li>• 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.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Minimum of a Master’s degree in Art Therapy</li> <li>• Professionally credentialed as a Registered Art Therapist</li> <li>• 2 years professional clinical experience</li> </ul> <p><b>COMPETENCIES AND PREFERRED SKILLS</b></p> <ul style="list-style-type: none"> <li>• Flexible and adaptable in a mobile environment with evolving needs and priorities</li> <li>• Passion for serving ITA’s mission</li> </ul>			

- Solution-focused with a positive attitude
- Dependable with adherence to deadlines
- Understands and strictly adheres to the ethical codes of the creative arts therapy professions and the American Counseling Association.
- Strong communication skills.
- 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 9.8.21 JR*