Therapist – Tobacco Treatment Specialist
https://lchdcareers.com/jobs/therapist-tobacco-cessation/

SUMMARY
Outpatient therapist position specializing in tobacco cessation, working with both adult SMI population and general population. Primary responsibilities are to provide individual and group therapy for tobacco cessation, and complete comprehensive assessments for clients entering care. Position responsibilities also include evaluation, psycho-social education.

ESSENTIAL FUNCTIONS
Includes the following:
1. Provides individual and group tobacco use cessation counseling to assist Lake County residents and workers in quitting tobacco use.
2. Discusses and distributes over the counter nicotine replacement products (patch, gum, lozenge), as well as knowledge and discussion of all FDA approved cessation medications and insurance requirements.
3. Responsible for maintaining a weekly schedule of clients and coordinating with clinic coordinators to ensure appropriate space is available.
4. Provides education to individuals contemplating tobacco use cessation and explores and tailors cessation interventions to meet the needs of the clients.
5. Monitors and documents clients’ progress toward meeting tobacco use cessation goals according to established protocols.
6. Communicates clients’ progress or problems to their health care providers as needed.
7. Utilizes "Motivational Interviewing" skills to facilitate change and reduce ambivalence with clients.
8. Organizes and oversees Nicotine Replacement Therapy supplies and distribution.
9. Reviews and recommends educational materials to promote and assist tobacco use cessation.
10. Focuses on client empowerment in providing treatment, seeking to assist clients to build strengths to meet their treatment needs.
11. Facilitates with clients and collaborates with the Tobacco Free Lake County team to develop, review and update program and treatment goals and referrals both internally and externally.
12. Provides education and direction to clients, family members and/or significant others.
13. Conducts crisis intervention/evaluation/referral for persons who present themselves at the program.
14. Performs initial evaluations and assessments of potential clients regarding their appropriateness for participation in the program.
15. Provides atmosphere of customer service in assuring that clients are treated in a friendly and respectful manner. Displays positive attitudes and behaviors in the accomplishment of job duties.
16. Acquires and utilizes knowledge of LCHD/CHC database and word processing software and other equipment commensurate with position.
17. Meet minimum productivity expectations.
18. Organizes and participates in treatment-related clinical conferences and staffings on assigned clients.
19. Takes responsibility for training in and documenting clinical chart requirements to meet program and state standards.
20. Participates in collection of client fees including discussing balances due with clients, as appropriate.
21. Participates in staff meetings, in-service trainings, and seminars to facilitate professional growth and maintain licensure if required.

**MARGINAL FUNCTIONS**
1. Involved in quality improvement activities on an ongoing basis (such as implementing processes as a result of performance measurement reviews, participation in councils and teams, making suggestions to improve a process).
2. May provide clinical consultation to other staff as agreed upon with Practice Manager
3. Serve as a back-up for problem solving and decision making in the absence of Practice Manager and/or may supervise students/interns as assigned by the Practice Manager.
4. Provides community education services as assigned and as self-initiated.

**QUALIFICATIONS/EDUCATION**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required.
1. Requires a master’s degree in psychology, social work or related field, with two years of experience and clinical license in the State of Illinois is required, and
2. If a recovering person, they must have two years of demonstrated sobriety.

**CERTIFICATION**
To perform this job successfully, an individual must be licensed by the State of Illinois as Licensed Clinical Social Worker (L.C.S.W.), Licensed Clinical Professional Counselor (L.C.P.C.).

**COMPUTER SKILLS**
To perform this job successfully, an individual must demonstrate knowledge in the following software:
1. NextGen (preferred)
2. MS Word, Excel and Outlook
3. BOSS for timecard and order processing (preferred)

**LANGUAGE SKILLS**
Very high language (ability to read, write and speak) skills are needed to successfully accomplish the essential duties of this job are:
1. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
2. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
3. Ability to write speeches and articles for publication that conform to prescribed style and format.
4. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS**
Basic mathematical skills and abilities needed to successfully accomplish the essential duties of this job are:
1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
REASONING ABILITY
Very high reasoning skills and abilities needed to successfully accomplish the essential duties of this job are:
1. Ability to define problems, collects data, establish facts, and draw valid conclusions.
2. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
3. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPETENCY
To perform this job successfully, an individual must demonstrate the following competencies:

Intellectual
- Analytical – Synthesizes complex or diverse information; uses intuition and experience to complement data.
- Design – Generates creative solutions; demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzed information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Technical Skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Interpersonal
- Customer Service - Manages difficult or emotional customer relation situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to other ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.
- Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others’ views; gives and welcomes feedback; contributes to building positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone’s efforts to succeed.

Leadership
- Visionary Leadership – Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.
- Change Management – Prepares and supports those affected by change.
- Delegation – Delegates work assignments, as required; provides recognition for results.
- Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
- Quality Management – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Organization
- Business Acumen – Understands business/financial implications of services provided; Aligns work with strategic goals.
- Diversity - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works ethically and with integrity.
- Organizational Support - Follows policies and procedures; supports organization's goals and values.
Self-Management
- **Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Motivation** - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; takes calculated risks to accomplish goals.
- **Planning/Organizing** - Prioritizes and plans work activities, communicates changes and progress; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic plans.
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- **Quantity** - Meets productivity standards; strives to increase productivity; works quickly.
- **Safety and Security** - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- **Adaptability** – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to complete tasks; completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.
- **Innovation** - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

PHYSIOLOGICAL FACTORS
The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job.
- Able to sit most of the time.
- Able to walk, stand, use hands, reach, balance, crouch, talk and hear.
- Must possess sufficient physical stamina to allow for pushing and pulling of a cart.
- Capable of lifting and carrying 50 lbs. infrequently.
- Able to adjust focus near to far.

PSYCHOLOGICAL FACTORS
The psychological demands described here represent those that must be met by an employee to successfully perform the essential functions of this job.
- Deals with crisis situations.
- Experiences second-hand stress.
- Must maintain attention for long time periods.
- Works with other people continually

NOTE
Reasonable accommodations may be made in order to perform the essential functions. This job description describes a general category of jobs. In order to meet the needs of Lake County Government or its department’s employees may be assigned other duties, in addition to or in lieu of those described above, and any duties are subject to change at any time.