



1001 Boone Ave North | Minneapolis, MN 55427

POSITION DESCRIPTION

Position Title:

Family Consultation Therapist

FLSA Designation:

Full Time; Calendar-Year

Department:

Therapy

Reports to:

Associate Director of Therapy

Date Updated:

February 2, 2025

Wage Range:

\$55,000 - \$70,000

Job Summary

A Family Consultation therapist will be responsible for providing individual and family skills to families using Intensive Behavior Intervention strategies. This role is responsible for assessments upon intake and for maintenance. There is a weekly billable requirement to maintain. Collaboration with Franklin providers and external providers is expected to ensure consistency and coordination of care.

Essential Job Functions

- **Individual Skills**

- Ensure therapy is being carried out as designed in the ITP, monitor each child's progress, and provide consultation in relation to each child's treatment.
- Responsible for data collection, maintenance, continuation of care, and timely billing of the session.
- Manage disruptive behaviors that occur. Through the implementation of Behavior Intervention Plans (BIPs)
- Utilize positive reinforcement and antecedent modification to increase appropriate behaviors over time.

- **Family Skills**

- Provide a minimum of 1 family skills session, per family, per week.
- Provide families with behavior education, and skills related to behavior reduction and replacement behaviors.
- Provide families with community resources
- Model and teach applied behavior analysis skills as appropriate per the client

- **Communication and Collaboration**



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- Receive monthly supervision from the Associate Director of Therapy Services to evaluate each child's therapy program and progress across therapy goals.
 - Ensure all documentation is submitted in Central Reach on a monthly basis.
 - Develop an Individualized Treatment Plan (ITP) for each child in coordination with the parents/caregiver and Supervising Mental Health Professional.
 - Develop and maintain each child's clinical program book.
 - Conduct skills assessments, such as: The Assessment of Living Skills (AFLS or Assessment of Basic Language and Learning ABLLS) to help determine what the child's individual strengths and areas of need are across different skill areas. When appropriate, conduct functional assessments in order to gather information regarding why particular aberrant behaviors are occurring
 - Create and maintain monthly clinical graphs for each child that summarizes the child's progress across their 6-month benchmark objectives.
 - Conduct collaboration meetings with Franklin and outside providers for coordination of care.
 - Commitment to maintain client confidentiality and adhere to HIPAA laws.
 - Ability to work in cooperation with Treatment Leads, Licensed Mental Health Professionals, family members, schools, and other service providers as an integral part of the treatment team.
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- Abide by all Minnesota and federal rules and regulations guiding Franklin Therapy Services, including, but not limited to:
 - Minnesota Statute 256B.0943 *Children's Therapeutic Services and Supports*
 - Minnesota Statute 148B.71 *Mental Health Client Bill of Rights*
 - Minnesota Statute 245.8261 *Restrictive Procedures*
 - *HIPAA (Health Information Privacy and Accountability Act)*
 - *Ethical Principles and Codes of Conduct of the American Psychological Association (Chapters 3. Human Relations, 4. Privacy and Confidentiality, and 10. Therapy.)*
 - Complete additional duties as assigned by the IBI Program Manager or Supervising Mental Health Professional.
 - Reliable, consistent attendance is a requirement and essential function of all our staff.

Minimum Requirements, Credentials, and Experience

Must provide documentation that the individual meets qualifications as a "mental health practitioner" as defined by the Department of Human Services:

"Mental health practitioners providing services for the treatment of mental illness, under clinical supervision of a mental health professional ... must be qualified in at least one of the following ways:



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- Obtained (or enrolled in) a master’s or other graduate degree in one of the behavioral sciences or related fields from an accredited college or university. Must have a 4 year bachelor’s degree in a “related field” such as psychology, special education, speech and language pathology, etc.
- Having an active or actively pursuing a BCBA license
- Must have at least 3 years of experience conducting family skills or family work in the ABA field or related profession is preferred.
- All applicants must pass state and federal background checks as required by the State of Minnesota in order to work with children (Minnesota Statute 148.A)
- Demonstrated ability to work well with families and clients
- Ability to work effectively as a team member
- Experience with Google and Microsoft Suites, clinical software, and the ability to learn electronic medical records (EMR)
- Speak, write, read, and/or communicate fluently in the English language.
- Ability to maintain confidentiality pertaining to target child, family, therapists, staff, and any other protected health information (PHI).
- The employee must have a valid driver’s license, automobile insurance

Physical Requirements

Due to the active and physical nature of this position, there are additional vision and physical requirements that must be met in order to effectively function in this position.

Vision Requirements

- Close Vision (clear vision at 20 inches or less)
- Distant Vision (clear vision at 20 feet or more)
- Peripheral Vision (ability to observe an area that can be seen up and down or the left or right while eyes are fixed on a given point)
- Depth Perception (three-dimensional vision, ability to judge distance and spatial relationships)

The children that we provide services for may exhibit physically aggressive behavior which can include throwing objects, kicking, pinching, punching, biting, etc. The Treatment Lead may be required to respond to such behavior by implementing a Behavior Plan that may include things such as response blocking, redirecting, or extinction. Such a response may require a level of agility, quick reflex, and the ability to physically protect themselves and the child from harm.

Physical Requirements:	Estimated Frequency:
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Lifting 10 to 15 pounds	Frequently
Lifting 15-25 pounds	Frequently
Lifting 25-50 pounds	Frequently
Lifting over 50 pounds	Occasional
Carrying 10-15 pounds	Frequently
Carrying 15-25 pounds	Frequently
Carrying 25-50 pounds	Frequently
Carrying over 50 pounds	Rarely
Standing	Frequent
Walking	Frequent
Sitting	Frequent
Kneeling	Frequent
Crouching	Frequent
Squatting	Frequent
Grasping	Frequent
Reaching	Frequent
Bending	Frequent

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.



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