

**POSITION DESCRIPTION  
HOPEWELL CENTER**

**Position:** Music Therapist  
**DIVISION:** Community Services  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** July 2015

**STATUS:** Full time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

Incumbent serves as Music Therapist for the Hopewell Center, responsible for providing music therapy to assigned caseload.

**DUTIES:**

Provides music therapy in individual and group therapy sessions as outlined in consumers' ISP/NOA, providing documentation for each therapy as outlined in 460IAC6.

Provides initial and periodic review of assessment in the development of consumers' treatment plan.

Prepares and presents quarterly reports outlining progress towards treatment plan for each consumer.

Develops measurable training objectives and tracks progress during therapy sessions.

Participates in inter-disciplinary team meetings, assisting in program planning, and reporting therapy outcomes.

May supervise or direct activities of students completing Music Therapy internships and practicums.

Performs related duties as assigned.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

Baccalaureate Degree and Board Certification for Music Therapy.

Ability to meet all hiring requirements including passage of a drug test.

Thorough knowledge of Waiver Service Definitions, 460IAC6 Waiver Regulations, and a variety of musical instruments.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports, and prepare and present information.

Music Therapist

Ability to effectively communicate orally and in writing with co-workers, representatives of other agencies, consumers, and the public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or to maintain confidentiality of department information and records according to State requirements.

Ability to work alone with minimum supervision and with others in a team environment, and work on several tasks at the same time.

Ability to understand, memorize, retain, and carry out written or oral instructions, and present findings in oral or written form.

Ability to compare or observe similarities and differences in data, compile, analyze, and evaluate data, and make determinations based on data analyses.

Ability to count, make simple arithmetic additions and subtractions, and computer and calculate results of tests.

Ability to occasionally work extended, and/or weekend hours, and regularly work evenings and travel out of town, but not overnight.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent operates within broad and general guidelines, exercising discretions and independent judgment in selecting the appropriate approach or adapting unclear guidelines to address specific situations. Incumbent plans and arranges own work and only refers to supervisor for unusual matters, such as policy interpretations.

## **III. RESPONSIBILITY:**

Incumbent applies standard departmental practices and policies to individual situations, with departures from guidelines and instructions discussed with supervisor. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Unusual problems or situations are discussed with supervisor, and work product is periodically reviewed for attainment of objectives, and overall adherence with policies.

Incumbent reports directly to Community Services Director.

**IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, representatives of other agencies, consumers, and the public for the purpose of exchanging ideas and information to form treatment plans, objectives, programs, and arrive jointly at decisions.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office setting, and in consumers' homes involving standing/sitting/walking at will, lifting/pushing/pulling objects weighing over 50 pounds, crouching/kneeling, bending at waist, reaching, close/far vision, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent is exposed to a noisy work environment involved in providing music therapy sessions in a group and on an individual basis. Incumbent operates motor vehicle to conduct in-home therapy sessions and to attend various meetings. Incumbent occasionally works extended and weekend hours, regularly works evenings and travels out of town, but not overnight.

**EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Music Therapist describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name