Job Description

Position: Part Time Music Therapist
Reports to: Owner, Jody Tucker
FLSA: Non-Exempt

I. General Description

Access Music Therapy is dedicated to providing music therapy in the Duluth and Superior area. We are a small growing organization with opportunities to suit your professional skills. As a music therapist with Access Music Therapy, you will be working with children and teens in 1:1 and group settings, in the clinic and in the community. The music therapist will plan, organize and facilitate a variety of music therapy sessions. Caseload and groups will be pre-established.

Access Music Therapy provides professional music therapy services to children, adults and seniors needing assistance working on social/emotional, physical, spiritual, and communication goals within a 45 mile radius of Duluth, MN.

II. Qualifications

This position requires you to be a Board Certified Music Therapist which includes a four year degree in music therapy, a completed AMTA Approved Internship and Board Certification with the Certification Board for Music Therapists. Experience with children/teens with developmental disabilities and mental health is preferred.

Music Therapist Position Requirements:

- Bachelor Degree in Music Therapy or Masters Degree
- MT-BC Certification by the Certification Board for Music Therapists
- Pass a background check
- Must have a clean and valid driver's license, dependable vehicle, and proof of insurance.
- Ability to work independently and as part of an inter-disciplinary team
- Passionate about music therapy
- Strong music skills and good vocal tone
- Good communication and interpersonal skills
III. Essential Duties and Responsibilities

The music therapist works as an essential part of the Access Music Therapy Team.

- The music therapist develops the treatment plan, assesses, organizes, and directs prescribed music therapy activities and interventions as part of the treatment of clients and their families to bring about positive changes.
- Studies and analyzes clients' responses to various experiences and adjusts care plan as needed.
- Documents individual and group sessions and other activities on AMT documentation.
- Participates in team meetings as scheduled and requested. Communicates suggestions and referral leads in team meetings.
- Assists with community presentations, participates in events, fundraisers, conferences and fairs when requested.
- Provides a respectful representation of Access Music Therapy when in the community. Able to discuss the benefits of music therapy and available services when requested while in the community.

IV. Physical Demands

Must be able to sit on the floor for at least an hour at a time. Able to carry essential bags filled with books and instruments in and out of facilities and homes. Music therapist must be able to play instruments such as guitar and piano for at least an hour at a time when needed.

V. Work Environment

The work environment is mainly indoors. At times, you may work with individuals with behavioral issues and may be exposed to aggressive outbursts. In case of such situation, based on assessment, a safety plan will be developed. Music therapist will travel to and from facilities and homes in various weather conditions. We are located in Duluth, MN, so the winter weather can be inclement at times.

VI. Responsibilities of All Employees

A. Mission, Vision & Values: Work cooperatively with all employees, clients, families, interdisciplinary teams and vendors to enhance our mission, vision and values. Support the mission by exhibiting professionalism, integrity and ethical behavior.

B. Communication and Teamwork: Develop and improve our communication system through positive communication practices and teamwork. Follow our values in all communications.

C. Policies and Procedures: Know, follow and enforce policies and procedures. Report to your supervisor incongruences in practices and policies that serve to diminish the effectiveness of the procedures and are counterproductive to the mission.
D. Positive Work Environment: Build and foster positive employee attitudes and morale. Develop and promote positive co-worker relationships. Address problems between individuals directly, honestly and with integrity.

E. Cost Controls: Control costs by using assets efficiently and effectively toward the accomplishment of our goals and mission. Help promote responsible and cost effective use of agency resources.

F. Cultural Competency and Inclusiveness: Display sensitivity and responsiveness to cultural and other differences in the employee, client and vendor population. Maintain and support a discrimination and harassment free environment.

G. Self-Development: Improve and develop personal and professional potential. Assess personal strengths and areas for improvement. Enhance Access Music Therapy’s mission by utilizing and applying areas of expertise. Maintain regular and reliable level of attendance necessary to perform job responsibilities.

Other duties may be assigned to this position periodically as required by Access Music Therapy need.

I have read and understand this statement of job functions, goals and responsibilities and fully accept the provisions outlined for this position. I have been provided a copy of this position description.

Employee: _________________________________ Date: _______________

Supervisor: _________________________________ Date: _______________

This job description is intended to represent the general nature and level of work performed by individuals assigned to this job. It is not meant to be an exhaustive or complete list of all responsibilities, and may be subject to revisions or exceptions at any time at the discretion of the company.

Approved: October, 2016