



---

Job Title:	Music Therapist
Department:	Music Therapy
Supervisor's Title:	Director of Music Therapy
Positions Supervised:	None
Job Category:	Professional Therapist
Job Status:	Fulltime, Exempt Professional Paid on Fee Basis

---

### Overview

A music therapist works with an individual, their loved ones, and other service providers to create a program that provides for the systematic application of music in the treatment of the physiological and psychosocial aspects of an individual's disability and focusing on the acquisition of nonmusical skills and behaviors. Music therapy can be used to improve an individual's self-image and body awareness; fine and gross motor skills; and auditory perception. In addition, music therapy can be used to increase an individual's communication skills; ability to use energy purposefully; interaction with peers and others; attending behavior; independence; and self-direction. Therapists can also work with individuals to reduce maladaptive behaviors, to enhance emotional expression, and stimulate creativity/imagination. Music therapist can also bill at times for demonstrating therapy techniques to other service personnel or family members.

Music therapists work either one-on-one with clients or in a group setting with no more than four (4) individuals. Music therapists set their own schedules and may work non-traditional hours at times, including evenings and weekends. Therapists work independently, but are under the supervision of the director of music therapy.

### Areas of Responsibility

- Create and maintain own daily, weekly, and monthly work schedules to accommodate each of the individuals, their family members, and their treatment teams.
- Create an individualized music therapy plan for an individual that takes into account the individual's history, needs, and specific therapy goals.
- Provide regular, high quality music therapy in a one-on-one or group setting.
- Work collaboratively with residential providers, case managers, families, and others for the benefit of the client.
- Attend at least two team meetings (the annual meeting is mandatory) for the client each year. This is at the client's discretion.
- Compose quarterly and annual reports of client progress and upload the document to the state document library.
- Provide case managers and family members updates on music therapy services one time per month via email or phone call. This is an informal update. Though not required by the state of Indiana, Sweet Behavior, LLC wants to ensure that all are looped in at all times.
- Comply with requests from the director and other management at Sweet Behavior for information to update personnel files as needed in a timely manner.
- File incident reports if suspected or substantiated abuse, neglect, or exploitation is occurring.
- Perform any other duties that are always in the best interest of your client at all times.

- Complete notes after each visit and send these along with billing twice monthly by no later than the due date decided upon by Sweet Behavior management.
- Ensure that all needed continuing education units (CEU) and other requirements are met as needed to keep licensure and endorsements active.

#### Service Standards Outlined by the Division of Disability and Rehabilitative Services (DDRS)

- Music therapy services should be reflected in the individualized support plan (ISP) of the individual.
- Services must address needs identified in the person-centered planning process and be outlined in the ISP. Services must compliment other services the individual receives and enhance increasing health and safety for the individual.
- One hour of billed therapy service must include a minimum of 45 minutes of direct patient care/therapy with the balance of the hour spent in related patient services.

#### Activities That Are Not Allowed per DDRS Policy

- Any services that are reimbursable through the Medicaid State Plan.
- Therapy services furnished to the participant within the educational/school setting or as a component of the participant's school day.
- Specialized equipment needed for the provision of music therapy services should be purchased under "Specialized Medical Equipment and Supplies".
- Activities delivered in a nursing facility
- Group sizes greater than four (4) participants to one music therapist or group sizes exceeding the maximum allowable group size determined by the individualized support team (IST) for each group participant.

#### Essential Job Functions

- Demonstrate an interest in and empathy towards individuals with developmental disabilities.
- Be able to actively participate in therapy activities that are of interest to the individual.
- Demonstrate patience and excellent interpersonal skills. Music therapists will not only work with clients, but also others involved with them. Therefore, they have to demonstrate a pleasant, professional demeanor in sometimes stressful and unpleasant situations.
- Ability to work effectively independently.
- Demonstrate self-motivation.
- Ability to work non-traditional hours. Music therapists set their own schedules to best serve the client, providers, and families.
- Possesses excellent written and verbal communication skills.
- Possesses expert word processing and editing abilities.
- Successfully complete all required trainings by the agency, BQIS, CARF, and other regulatory agencies.
- Work in an environment that involves potential exposure to hazards or physical risks that require basic safety precautions.
- Have access to and the ability to operate a motor vehicle to provide transportation for clients. Motor vehicle must be in compliance with federal and state laws and all insurance, registration, and driver's license must be kept up to date.
- Have the desire to work in a non-traditional office setting. Around 90% of the work done by a music therapist is not done in an office setting, but rather in clients' homes and community settings. However, the music therapists do have access to a music studio at Sweet Behavior, LLC in which to conduct therapy. Availability of the studio varies depending on when the studio is booked for use by the other music therapists.
- Frequent driving. The distance is dependent upon the music therapist's caseload choice.
- Have a cellular phone to use for work-related calls.
- Comply with all company policies and procedures.

Minimum Qualifications

- Active certification by the Certification Board for Music Therapists commonly referred to as Music Therapist-Board Certified (MT-BC).

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so I will be required to perform such additional duties and responsibilities. If I have any questions about my job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_