



Position Description: Therapist

Department: Violence Prevention & Intervention (VPI) Program
Exemption: Exempt
Reports to: VPI Program Director
Titles Reporting to Job: May supervise volunteers or interns

Position Description

Last Reviewed: February 7, 2020
Last Revised: November 1, 2019

Position Summary:

Casa Central's Violence Prevention & Intervention (VPI) program provides therapy and support services to individuals and families impacted by domestic violence, child abuse/neglect, and other traumas.

The Therapist provides clinical/therapeutic intervention for children ages 0-5, and their families, who have been exposed to violence or experienced trauma, and individual adult counseling for adults impacted by domestic violence. The Therapist utilizes individual, family, and/or group counseling modalities, and also provides supportive services, including case management, crisis intervention, safety planning, psychoeducation, and information, referral services and linkage supports. The Therapist may be called upon to support program staff in program development; evaluation and performance quality improvement tasks; provide public awareness/education programming and community-based trainings on themes related to domestic violence, Childhood Exposure to Violence (CEV), and early childhood trauma; to support program staff in managing walk-in/crisis intakes and assessment; to support Safe Start Coalition development and maintenance efforts; to participate in community coalitions; to provide mental health consultation services for the agency's Early Learning Program; and to participate in funder meetings and developments.

Essential Duties and Responsibilities:

Agency

1. Nurture positive and collaborative working relationships with other agency staff as well as outside stakeholders and partners.
2. Implement the agency mission, philosophy, and core values to direct daily work and decision-making; adhere to agency policy.

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3. Cultivate a professional and respectful work environment.
4. Be actively involved with, and knowledgeable about, the agency's Performance Quality Improvement (PQI) structure and process.
5. Approve time sheets and ensure compliance with agency and funder guidelines, ensuring that daily activities are within the allowable activities approved by the agency.

VPI Program

1. Implement timely crisis intervention and safety planning strategies to help victims/survivors of domestic violence.
2. Utilize knowledge and access to resources to assist individuals and families impacted by violence and trauma by linking them with resources to support their needs.
3. Conduct timely intakes and assessments of clients' needs (for individuals referred for domestic violence services as well as children and families referred for therapy services secondary to exposure to violence and other traumas), including gathering information over the phone and in-person related to individuals being referred to the programs; collects comprehensive data sets from families; maintains and monitors the program waitlists as indicated, including providing periodic check-in phone calls to families waiting for services to update them on their wait list status and offer any additional community-based resources and referrals.
4. Design, in collaboration with assigned clients, individualized individual and family service plans, as indicated, with measurable treatment objectives.
5. Design and support implementation of safety plans for victims/survivors of domestic violence.
6. Accompany victims/survivors of domestic violence to the police department, clinics, court, and other arenas as deemed necessary.
7. Maintain current knowledge of laws and regulations governing domestic violence issues as well as the protection of victims/survivors of domestic violence.
8. Maintain a caseload of approximately 15-18 clients and their families.
9. Provide individual, family, and/or group counseling services according to best practices and evidence-based treatment approaches, with a particular focus on Child Parent Psychotherapy; services provided in-office and in the community.
10. Keep required documentation on services according to agency and other funding source requirements; ensure documentation adheres to agency and funder requirements, including compliance with Medicaid/Part 132/Part 140 service delivery.
11. Follow confidentiality guidelines at all times, according to agency policies and procedures and the Social Work Code of Ethics.
12. Report any suspicion of client, child, or elder abuse to proper authorities according to Mandated Reporting Laws.
13. Maintain professional relationships at all times and foster a congenial work environment.
14. Provide support to program staff around case-specific issues as well as broader programmatic needs and concerns, including providing back-up for other program staff to cover walk-in/crisis intakes and assessments.
15. Offer education and training to the community or other professionals on topics related to domestic violence, Childhood Exposure to Violence, and early childhood trauma, on a limited basis.
16. Support the work of the Safe Start Coalition and the program's networking and community-building efforts, including participating in quarterly coalition meetings; actively participate in agency and community meetings or attending meetings and trainings required by funders; and engage in outreach and relationship-building activities with community partners.

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17. Provide mental health consultation services, including but not limited to child-specific observations, classroom observations, group socialization observations, and presentations for staff and parents.
18. Prepare monthly and quarterly reports on services and program activities for the agency, funders, and other stakeholders.
19. Complete ongoing data entry and management related to funders' reporting requirements.
20. May supervise MSW- and/or BSW-level student interns on an as-needed basis.
21. Performs administrative and program tasks as assigned by the Program Director.
22. Performs other duties, as delegated by Program Director.

General Requirements:

Evening/Weekend availability preferred; flexibility to accommodate clients' schedules essential. Flexibility to travel to provide in-home/community based services. Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills' testing. To perform this job successfully and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to perform the essential functions.

Education/Experience:

Master's Degree in Social Work or Human Service-related field (Therapist 1) with LCSW or LCPC preferred (Therapist 2). Clinical Social Work or Counseling experience desired, especially with families who have experienced violence who have young children. Previous training in the Child Parent Psychotherapy model highly preferred. Obtaining 40-hour Domestic Violence Certification will be a requirement for this position; candidate must obtain certification within 3 months of hire.

Language Skills:

Bilingual in English and Spanish STRONGLY PREFERRED; bicultural preferred. Ability to read and comprehend instructions, short correspondence and memos. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Computer Literacy & Knowledge Skills Abilities:

Must be computer literate in Microsoft Word, Excel, Publisher and other applications used by the agency.

Mathematical Skills:

Ability to prepare statistical reports regarding the services provided.

Operating Environment and Working Relationships:

Subject to frequent interactions with program staff and participants, external agencies, community systems, outside partners, and internal programs and departments.

Decision Making Authority:

Directly supervised by the Program Director.

People Management:

Ability to work well independently and collaboratively.

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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, see, play and hear. The employee frequently is required to use their hands. Must be able to lift and carry 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Flexibility to travel to provide in-home/community based services, attend meetings, court hearings, staffings, and other field-based responsibilities. Reliable personal transportation (including drivers' license and automobile insurance) required to facilitate community-based service provision (mileage reimbursement is provided by the agency).

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature: _____

Date: _____