



## POSITION DESCRIPTION

Therapist	
<b>Department: Violence Prevention &amp; Intervention (VPI) Program</b>	<b>Status: Regular Full-time, Exempt</b>
<b>Reports to: VPI Program Director or VPI Clinical Supervisor</b>	<b>Last Reviewed: October 2022</b>
<b>Titles reporting to this role: May supervise volunteers or interns</b>	<b>Next Review Date: March 31, 2023</b>

### *Position Summary:*

Casa Central's Violence Prevention & Intervention (VPI) program provides high-quality, culturally and linguistically attuned, trauma-informed 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 employs 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 support. The Therapist may be called upon to support program staff in program development; engage in 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; support program staff in managing walk-in/crisis intakes and assessment; support Safe Start Coalition development and maintenance efforts; participate in community coalitions; and to participate in funder, accreditation, and other meetings.

### **Essential Duties and Responsibilities**

Include the following, other duties as assigned:

#### *Participant Service Delivery/Participant Care*

Maintain a caseload of approximately 15-18 clients and their families. Design and implement therapeutic or psychoeducational group services. Implement timely crisis intervention and safety planning strategies to help victims/survivors of domestic violence. 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, via Telehealth and in the community. Accompany victims/survivors of domestic violence to the police department, clinics, court, and other arenas as deemed necessary. Engage in multidisciplinary efforts to support the provision, collaboration and continuity of care for families; this may include participation in clinical staffings, Child and Family Team meetings and court proceedings; may require collaboration with early childhood professionals, medical professionals, legal personnel, judicial personnel, child welfare professionals, other mental health professionals, etc.

#### *Intake & Screening*

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; collect comprehensive data sets from families; maintain and monitor 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. Establish rapport with clients; foster environments and relationships that provide clients to feel safe and secure within the therapeutic relationship

#### *Assessment*

Complete comprehensive mental health assessments or IM+CANS to identify participant strengths, needs and to inform service planning. Complete program and funder evaluation measures for data collection and evaluation, including the provision of trauma and developmental screenings, as appropriate; provide referrals for young children participants to Early Intervention services or a Case Study, as criteria is met; complete data measures at multiple points, Time 1, Time 2, etc; engage in evaluation of data collected; engage in conversations with clients regarding data gathered to inform service delivery

#### *Service Planning & Goal Setting*

Design, in collaboration with assigned clients, individualized individual and family service plans, as indicated, with measurable treatment objectives. Design and support implementation of safety plans for victims/survivors of domestic violence.

#### *Referral and Linkage to Community Resources*

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.

#### *Documentation*

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. Prepare monthly and quarterly reports on services and program activities for the agency, funders, and other stakeholders. Complete ongoing data entry and management related to funders' reporting requirements.

#### *Administrative Tasks*

Approve time sheets and ensure compliance with agency and funder guidelines, ensuring that daily activities are within the allowable activities approved by the agency. Prepare and submit documentation for supply orders or equipment.

#### *Program-Specific Activities*

Maintain current knowledge of laws and regulations governing domestic violence issues as well as the protection of victims/survivors of domestic violence. Follow confidentiality guidelines at all times, according to agency policies and procedures and the Social Work Code of Ethics. Report any suspicion of client, child, or elder abuse to proper authorities according to Mandated Reporting Laws. Participate in the rotation of facilitation of staff meetings, group supervision and professional development opportunities; participate in monthly program staff or team meetings including team trainings. Participate in weekly individual and/or group clinical supervision, including consultations, as appropriate. Participate in continuous training opportunities.

#### *Program Support*

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. Provide onsite coverage to support with walk-ins and other program needs. Perform administrative and program tasks as assigned by the Program Director or Clinical Supervisor.

#### *Community Outreach & Training*

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.

#### *Supervision of Interns*

May provide administrative and/or clinical oversight of Masters-level student interns on an as-needed basis.

#### *Performance & Quality Management*

Be actively involved with, and knowledgeable about, the agency's Performance Quality Improvement (PQI) structure and process. Implement the agency mission, philosophy, and core values to direct daily work and decision-making. Adhere to agency policy. Participate in case record review procedures. Complete program satisfaction surveys with participants to help inform program delivery

#### *Stakeholder Relationship & Partnerships*

Nurture positive, professional, respectful, and collaborative working relationships with other agency staff as well as outside stakeholders and partners. Support the work of the Safe Start Coalition and the program's networking and community-building efforts, including participating in quarterly coalition meetings; may include co-facilitation of the Safe Start Coalition; 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. Foster a congenial work environment with colleagues within and outside of the VPI program.

**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 or infant/early childhood mental health highly preferred. Completing an 18-month Child Parent Psychotherapy Learning Cohort will be required. 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 Spanish preferred.

**Computer Literacy & Knowledge Skills Abilities:**

Must be computer literate in Microsoft Word, Excel, Publisher, Outlook, Zoom and Microsoft Teams 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 or Clinical Supervisor.

**People Management:**

Ability to work well independently and collaboratively.

**Remote Work/Technology (WIFI)/Mobile Phone Usage:**

Eligible for remote work and requires the use of personal mobile phone. Reference Casa Central's Flexible Work Arrangement Policy for reimbursement information.

**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 and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 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.

**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 / Firma de Empleado:** \_\_\_\_\_

**Date / Fecha:** \_\_\_\_\_

