JOB DESCRIPTION

FULL-TIME THERAPIST

Staff Name:	TBD
Job Title:	Therapist
Reports To:	Clinical Director
Employment Status:	Full-time
Job Location:	ChildSafe Offices
Work Schedule:	Full-time, 40 hours minimum, varied hours
Exemption Status:	Exempt

Position Summary:

The therapist provides treatment to ChildSafe clients. This enables ChildSafe to fulfill its mission:

To break the cycle and heal the trauma resulting from childhood abuse and neglect with specialized treatment, education, and community outreach.

Essential Job Functions:

Clinical:

- Complete all Case Management as needed (see attached description).
- Develop treatment plans for each client.
- Facilitate Individual and Family therapy sessions (45-50 minutes in length)
- Facilitate Child and Adolescent group therapy sessions (60 or 90 minutes in length) and/or
- Facilitate Parent/Adult Survivor group therapy sessions (90 minutes in length).
- Facilitate parenting classes.
- Maintain 50% direct and 50% indirect hours per work week, at the discretion of the Clinical Director. A typical case load is 20 direct client hours per week.
- Provide other direct services as needed
- Attend weekly supervision with Clinical Director and/or Assistant Clinical Director.
- Attend weekly ChildSafe staff meetings with Clinical Director and Assistant Clinical Director.
- Attend all Multi-Disciplinary Team meetings as requested and as schedule allows (e.g. Family Unity Meetings, FSRT's, IEP meetings, etc.).
- Collaborate with other clinical staff regarding shared cases.
- Maintain client confidentiality in accordance with HIPAA, ChildSafe's policies and code of ethics governed by the individual's profession.
- Testify in court when subpoenaed or communicate with malpractice insurance co. to protect client confidentiality.

Administrative:

- Maintain client records and documentation in accordance with HIPAA, ChildSafe policies, and the rules set forth by the licensing board.
- Administer pre- and post-treatment outcome assessments.
- Give Client Satisfaction Surveys and fill out Termination Summaries at the conclusion of therapy.
- Maintain client data in agency data tracking systems.
- Record staff hours, direct and indirect hours and any leave time on time sheets and send to the Operations Manager by due dates.

Other Related Duties:

- Follow all established policies and procedures.
- Attend ChildSafe related events as needed.
- Facility cleaning and organizing as needed.
- Perform other duties as assigned.

Minimum Qualifications:

1. Minimum of a Master's Degree or Ph.D. from an accredited university; Program of study shall be in the mental health field.
2. Licensure by the State of Colorado as LMFT, LPC, LCSW, or Psychologist.
3. If unlicensed, therapist will be registered with the Department of Regulatory Agencies as a candidate for licensure and be working under the direct supervision of a licensed therapist towards licensure. Unlicensed therapists will make full disclosure to clients regarding their unlicensed status.
4. Minimum of one year's experience treating trauma and child sexual abuse.

Preferred Qualifications:

1. Proficiency in public speaking.
2. Proficiency in experiential therapy techniques.

Competencies:

1. Communication & Interaction: Fluency in speaking and writing English.
2. Strong interpersonal skills and ability to interact with a diverse group of people. Ability to communicate and collaborate with other professionals who are involved in our cases.
3. Proficient in Microsoft Office.
4. Strong written and verbal communication skills.
5. Organizational skills and ability to multi-task; records maintenance skills.
6. Ability to assess operational requirements and to plan and organize work flow patterns and schedules.
7. Diversity--Understanding of cultural competence and ability to work with diverse populations.
8. Self-motivated team player with the ability to meet deadlines, remain flexible and adjust to changing priorities.
9. Ability to work flexible hours, including evenings and possibly weekends, as needed to meet ChildSafe's needs.

Physical Demands:

Keyboarding	Vacuuming	Sweeping	Snow shoveling

Personal Characteristics:

Ethical Behavior	Relationship Building
Effective Communication	Teamwork
Leadership	Strategic Decision Making
Organizational Skills	Problem Solving

Work Environment:

Works as a team with other ChildSafe therapists and staff to ensure quality care for our clients.

Employee Acknowledgement:

I have read and I understand the Job Description, and have been given the opportunity to ask questions of my Supervisor.

_____

Print Name Signature Date

Supervisor Acknowledgement:

_____

Print Name Signature Date

Case Management includes all the activities performed by a therapist outside of the therapy hour. ChildSafe cases typically involve complex trauma which requires the therapist to be aware of and address issues in multiple areas of the clients' life. For example it is not unusual to have a case involving multi-generational abuse and neglect, poverty, health problems, academic challenges, legal entanglements, Department of Human Services involvement, and developmental delays in one or more family members. In a large family we may have four or more therapists involved with various family members.

Case management involves, first and foremost, maintaining adequate client records that meet ethical standards. ChildSafe therapists keep case notes and other documentation in TheraNest. Therapists are responsible for administering outcome measurements to clients pre, mid and post treatment in order to track progress over time. Therapists maintain communication with school, medical, and social service personnel regarding the needs and progress of their clients. They attend school staffings, Family Unity Meetings facilitated by the Dept. of Human Services, and consult with Guardian Ad Litems, Child and Family Investigators, CASA workers, Harmony House staff, In-Home Family Therapists, caseworkers, detectives, school counselors and teachers, as well as other professionals involved in the family's life. In addition, therapists do treatment planning for group, individual, and family sessions, as well as research techniques for the particular issues a client and family present with. Therapists research medical and psychological conditions their clients present with in order to incorporate that information into treatment planning.

Therapists write treatment plans, treatment summaries, and letters to the court to advocate for the best interests of their clients. In cases involving more than one therapist, they consult with one another often in order to coordinate services for the family members and troubleshoot barriers to progress. In addition, therapists pursue continuing education in order to hone their skills and keep abreast of the latest developments in the field. This ensures that ChildSafe therapists are on the cutting edge of trauma treatment. They also meet on an ongoing basis with the Clinical Director and the Assistant Clinical Director in order to receive supervision and consultation regarding treatment, emergencies, reporting requirements, referral sources, etc. If time permits, they maintain the cleanliness and orderliness of the facility. Case management is as important as the therapy hour and takes place whether a particular client shows up for their scheduled weekly session or not. The reason that our program is so effective is that our therapists are ethical professionals who provide a high degree and quality of case management for their clients.