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**The Lighthouse Child Advocacy Center**

**Therapist Job Description**

**Answers to: Supervisory Therapist / Executive Director**

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**JOB TITLE:       CAC Therapist**

**Hours:** Full-time, 32-40 hours per week, Monday-Friday

**Position specifics:** Salary commensurate with experience. This position is a salaried position entitled to all employee benefits (paid vacation and sick leave, paid holidays, health, dental and vision insurance, and retirement plan).

**JOB DESCRIPTION**

The Therapist provides trauma-focused crisis counseling and therapeutic services at the Lighthouse CAC facility extension to agency clients in need of such services. The Therapist may provide crisis counseling, therapeutic services, and conduct group counseling sessions. The Therapist advocates for the client’s mental health needs when necessary and works in conjunction with all Child Protect staff, Wetzel & Tyler County’s Multidisciplinary Investigative Team (MDIT), Sexual Assault Response Team (SART), and other investigative, court and child protection professionals to ensure a victim-first approach in all joint cases.

**RESPONSIBILITIES**

* Schedule and provide counseling and trauma focused therapy services to clients referred to the Lighthouse CAC program.
* Work with Family Advocates to coordinate crisis services and interventions for clients referred to the CAC.
* Maintain accurate and up to date case files and therapeutic records on all clients who receive therapeutic services.
* Maintain and report service data on all clients who receive therapeutic services for applicable grants on paper records and Collaborate case tracking software.
* Practice and promote case information sharing between the Lighthouse CAC staff and team members.
* Maintain client confidentiality.
* Participate in CAC staff meetings, MDIT meetings, case reviews, and professional development sessions as assigned by Supervisor.
* Become trained in TF-CBT
* Follow agency policies and procedures.
* Testify in court when subpoenaed.

**QUALIFICATIONS**

Licensed clinical social worker or counselor (LICSW or LPC) required. Credentialed to bill Medicaid and private insurance or the ability to become credentialed. Experience working with children is required. The candidate must be in good standing with licensing board and cannot be listed on the child abuse registry and must have no prior history of criminal behavior. The candidate must have reliable transportation and a valid driver’s license and proof of insurance.  (A criminal background check, fingerprinting, and a child abuse registry check will be conducted in accordance with the Volunteers for Children Act Public Law 105-251.)

 SKILLS

* Ability and appropriate training and licensure to provide counseling for victims of trauma.
* Excellent written and verbal communication skills and ability to communicate with wide range of individuals from different backgrounds.
* Ability to work with diverse clients in stressful situations.
* Knowledge of the child abuse/neglect, sexual assault, domestic violence dynamics.
* Knowledge of the stages of child development.
* Knowledge of community resources.
* Ability to maintain effective and harmonious working relationships with the Lighthouse CAC staff, the public, and with professionals of other disciplines.
* Ability to maintain confidentiality.
* The ability to consistently demonstrate professional behaviors and leadership skills that are in support of the vision, mission, and philosophy of the Lighthouse CAC.
* The ability to work well without constant supervision.
* The ability to work well as a team member.
* Ability to be flexible in your work schedule to accommodate victims to a reasonable degree.

**Direct Supervisor:** Supervisory Therapist

**Competencies**

To perform this job successfully, an individual should demonstrate the following competencies:

* **Interpersonal skills** – Maintains confidentiality; keeps emotions under control; remains open to others’ ideas and tries new things
* **Oral Communication** – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings
* **Written communication** – Writes clearly and informatively; Edits work for spelling and grammar; able to read and interpret written information
* **Teamwork** – Balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone’s efforts to succeed
* **Ethics** – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values
* **Organizational Support** – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization’s goals and values; benefits organization through outside activities; respects diversity
* **Judgement** – Displays willingness to make decisions; exhibits sound and accurate judgement; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions
* **Motivation** – Sets and achieves challenging goals; measures self against standard of excellence
* **Planning/Organizing** – Prioritizes and plans work activities; uses time efficiently; sets goals and objectives; develops realistic action plans
* **Professionalism** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments
* **Quality** – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality
* **Adaptability** – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events
* **Attendance/Punctuality –** Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time
* **Dependability** – Commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan
* **Initiative** – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed