

**Crisis Center for South Suburbia
Position Description**

Job Title: Therapist I
Program: Victim Services
Reports to: Director of Clinical Services
Schedule: Varies, days, nights, weekends
Classification: Full-time; Exempt
Grade: 5
Holiday Schedule: General
WFH Status: F-D

SUMMARY: Provide trauma informed individual and group counseling services to adult survivors and the child witnesses of domestic violence in a shelter or offsite setting. Work within a multi-disciplinary team to provide counseling, prevention, assessment, referral, advocacy and a range of other client centered services.

JOB SPECIFIC DUTIES AND RESPONSIBILITIES:

Client Services:

1. Conduct psychosocial assessments on adults and children who may be exhibiting emotional and behavioral issues related to domestic violence.
2. Develop effective and individualized service plans with clients. Regularly monitor and update client's progress towards identified goals; complete client evaluations.
3. Provide weekly individual or family, evidence-based and trauma informed services, to children and adults.
4. Provision of domestic violence education to victims of domestic violence.
5. Facilitate psycho-educational and therapeutic support group services to victims of domestic violence.
6. Develop individualized safety-plans with all clients and update as needed.
7. Assess progress and success of interventions through agency approved outcome evaluation tools.
8. Participate in case consultations with colleagues and/or program staff regarding client progress, challenges and treatment plans.
9. Provide crisis intervention services to adult and child clients as needed.
10. Provide accurate, appropriate and consistent referral services; maintain knowledge of agency, community and social service resources; provide advocacy as needed.

Program Specific:

1. Adhere to state and professional licensing guidelines necessary to maintain current licensure.
2. Remain current on relevant clinical research and best practice therapeutic interventions.

General and Administrative:

1. Participate in client staffings, Clinical Services department meetings, supervision with the Counseling and Prevention Manager and other meetings and trainings as required.
2. Responsible for accurate and complete documentation of client services and submission of paperwork within the agency's time frame.
3. Update counseling client master list on an ongoing basis.
4. Conduct client contacts and services for the agencies after care program and/or PAIP victim outreach, as assigned.

5. Maintain client files and ensure their completion in accordance with internal and external auditing processes.
6. Successfully complete 40 hours of ILCADV domestic violence training; remain current in the field of domestic violence by attending in-services, workshops, etc. relevant to the field.
7. Participate in the facilitation of 40-hour training classes.
8. Follow all CCSS policies and procedures for client safety, confidentiality and services; work consistently and responsibly with staff, volunteers and interns; maintain appropriate boundaries with clients.
9. Other duties as assigned.

KEY PERFORMANCE INDICATORS

KPI	EVIDENCE
Establish relationships with and provide trauma-informed services to all clients on caseload	Supervisory observation, audio/video recordings of sessions, review of contact documentation in files.
Meet with clients consistently for individual or group counseling sessions.	Review of contact documentation in files.
Implement individualized service plans within the first two sessions.	Review of individualized service plans in files.
Review progress and update individualized service plans every 90 days.	Review of individualized service plans in files.
Complete all service documentation and turn in to data entry on a weekly basis.	Review of documentation turned into data entry weekly.
Update master counseling client list with current caseload as needed.	Review of master counseling client list.
Meet monthly productivity goal of 65% direct client contact.	Review of monthly Infonet and productivity reports.
Ensure client files are in compliance with CCSS and funder guidelines.	Review of PQI outcomes, independent file reviews and supervisor observation.

POSITION REQUIREMENTS

<u>Education/Certification</u>	Required	Preferred
LPC or LSW	X	
MA or MSW in Counseling, Social Work or Psychology	X	
40 Hour Trained or Willingness to Take Training	X	
Valid Driver's License	X	
<u>Experience</u>	Required	Preferred
Experience working with DV victims		X
Up to 1 year of counseling experience	X	
2 to 5+ years of counseling experience		X
Strong project management and personal workflow skills	X	
Proficient in Microsoft Office (Excel, Word, PowerPoint)	X	

ESSENTIAL JOB FUNCTIONS

This table directly refers to the frequency of which your job requires you to do on a daily basis. Note: These duties are site specific.

Office Equipment	Rarely (R)	Occasionally (O)	Frequently (F)
Telephone			X
Computer			X
Fax Machine			X
Copier			X

Working Conditions	Rarely (R)	Occasionally (O)	Frequently (F)
Indoor			X
Outdoor	X		
Loud Noises	X		
Fumes	X		

Physical Demands	Rarely (R)	Occasionally (O)	Frequently (F)
Standing		X	
Sitting			X
Lifting (Max 40 pounds)	X		
Carrying	X		
Walking		X	
Driving	X		

Mental Demands	Rarely (R)	Occasionally (O)	Frequently (F)
Problem Solving			X
Make Decisions			X
Supervise	X		
Interpret Data			X
Organize			X
Read/Write			X

I have read and accept the physical and mental demands of my job and I am aware these demands are subject to change with or without notice.

Employee Signature Date

Program Director Signature Date

Director of Human Resource Signature Date