

**Center Against Sexual and Family Violence
Job Description**

Title: Lead Therapist
Supervisor: Director of Client Services
Status: Exempt

Scope of Duties:

Primary responsibilities include providing eclectic and supportive counseling to survivors of domestic violence and sexual assault/abuse and their families. Supervisory responsibilities are for Therapist LPC, Child Therapist, therapy graduate interns and LPC Intern volunteers assigned to the center. Will also act as a Center Against Sexual and Family Violence representative during public events.

Perform other duties as assigned. Evening and weekend work may be necessary.

Essential Job Functions:

1. Conduct individual counseling sessions with priority for sexual assault victims.
2. Facilitate therapeutic and/or didactic groups in the center's therapy program focused primarily on sexual assault clients.
3. Assist in the development and implementation of the CASFV therapy internship program by becoming a field supervisor for graduate level interns and LPC Interns volunteers/staff.
4. Serve as an expert witness in sexual assault court cases.
5. Lead a therapy team responsible for case staffing's and other clinical group activities with therapy staff, graduate interns and LPC-Intern volunteers.
6. Coordinate the development and ongoing evaluation of all clinical and special programs by leading the therapy team.
7. Provide crisis intervention on an "on-call" basis.
8. Lead the continuing development of the agency's therapy program.
9. Maintain meaningful involvement between clients and agency staff.
10. Coordinate professional development to CASFV staff related to therapy program and maintain state licensure.
11. Assist with planning and coordination of other special activities, such as a two-week summer camp program through the Therapy team.
12. Provide hospital accompaniment for survivors of sexual assault. On-call assignments for hospital accompaniment often includes weekend and/or night visits. This position will be placed on call roster a minimum of two shift monthly and one holiday per year.
13. Assist with continued development, coordination and provision of training of staff and volunteers for The Advocacy Training.
14. Maintain current records and statistics on activities, case notes, and maintenance of files to include general data collection, statistical reports, monthly reports, etc.
15. Follow protocols for handling mandatory reporting of child abuse/neglect cases.

Other Duties:

1. Increase the Center's visibility in the community by attending assigned meetings and participating on behalf of the agency.
2. Make community presentations on an on-call basis.
3. Perform general office tasks including, but not limited to, answering and directing telephone calls, filing, faxing, and typing.

4. Participate in the CASFV board committee meetings.
5. Process and document referrals for community resources.
6. Other duties as required

Minimum Qualifications:

Masters degree in counseling, social work, or psychology from an accredited university. Licensed by the State of Texas to practice psychotherapy or counseling at the master level. Effective theory-based knowledge of psychotherapeutic interventions demonstrated skill of conducting assessment, treatment planning and case management. Prior experience in crisis intervention and working with at risk populations. Ability to speak and write concisely and accurately and to communicate effectively with other disciplines both in and out of the mental health field. Must have own transportation and current insurance.

Knowledge, Abilities, and Skills:

- Knowledge of child development, parenting skills, and dynamics of family relationships.
- Knowledge of the effects of sexual assault/abuse and/or domestic violence
- Proficiency in basic computer applications.
- Excellent follow-through and proven skills.
- Should be creative, articulate, and diplomatic.
- Ability to work independently as well as part of a team.
- Strong self-starter who feels comfortable taking the initiative in problem solving in order to meet the needs of clients.
- Willingness to work flexible and irregular hours during peak periods.

Special Qualifications:

Ability to speak and write in Spanish required.

This job description should not be construed to imply that these requirements are the only duties, responsibilities, and qualifications for this job. Incumbent may be required to follow any additional related instructions, acquire related job skills, and perform other related work. It is understood that during peak/critical times, staff may be asked to perform other duties not specifically outlined in their job description.

I have read and understood the Lead Therapist job description and am able to perform all functions described.

Signature_____

Date_____