



**FAMILY RESOURCES OF RUTHERFORD COUNTY
CLARA ALLEN FAMILY CENTER
CHILD ADVOCACY CENTER**

JOB DESCRIPTION

I. Title: Therapist

Reports to: Executive Director

II. Primary Functions: To provide therapeutic and case management services to victims of sexual abuse/assault and/or their non-offending family members.

III. Qualifications:

- A. Master's degree in clinical social work, counseling, psychology, or related field. Current licensure in North Carolina required.
- B. Experience and a working knowledge of the issues confronting the sexual abuse/assault victim.
- C. Ability to collaborate with individual professionals and community agency networks to coordinate services for clients. Must maintain sound public relations.
- D. Effective listening skills and excellent oral and written communication skills.
- E. Ability to work with children, adolescents, and adults of diverse ethnic, socio-economic, and cultural backgrounds.
- F. Ability to set priorities, maintain productivity, and adjust to flexible working hours.
- G. Certification in Trauma Focused Cognitive Behavioral Therapy (TF-CBT)

IV. Major Responsibilities:

- A. Adhere to state law and professional ethical principles. For licensed therapists, maintain current credentials and provide licensure documentation, when applicable.
- B. Assess clients' needs and determine their appropriateness for services. Make referrals to appropriate community resources for clients deemed not appropriate for or in need of additional services.
- C. Provide crisis counseling and/or on-going therapy to clients and/or secondary victims. Develop a treatment plan for each on-going client and monitor client's progress using appropriate measurement tool.
- D. Provide case management services to all counseling clients assigned to you. Work closely with Advocate in the best interest of the victim in all judicial proceedings. Provide court support when schedule allows and when therapeutic support would benefit the client.
- E. Develop and maintain relationships with community services and resources (including but not limited to: mental health providers; school personnel; DSS representatives; Law Enforcement) to facilitate referrals and coordination of services for clients.
- F. Conduct in-service training and/or community presentations as requested by the Executive Director, schedule permitting.
- G. Attend professional workshops/conferences to enhance clinical skills in the field of sexual assault and to maintain professional credentials.
- H. Maintain and keep current and confidential all client files.

- I. Follow up on all crisis referrals by the close of the next business day; all other referrals by the end of the week in which they are referred.
- J. Provide pertinent information about current clients to the Multidisciplinary Team.
Generate monthly reports to the Executive Director in a timely manner. Initiate change in protocol, forms, and reports to better serve the client.
- K. Participate in relevant community groups, activities and task forces as a representative of The Clara Allen Family Center and its mission, as requested by the Executive Director.
Provide support and contribute to an environment in which all individuals are respected regardless of his or her individual differences.
- L. Participate in clinical supervision with a community mental health professional.
- M. Meet routinely with in-house staff to provide/obtain clinical input and community resource information.