

VIOLENCE FREE FUTURES POSITION DESCRIPTION

JOB TITLE: Child and Family Therapist

EXPECTATIONS OF ALL EMPLOYEES

Support the Violence Free Futures' mission and values by exhibiting the following behaviors: confidentiality and respect for all clients, service excellence and job competence, collaboration and being a team player, and commitment to our community.

POSITION SUMMARY

The **Child and Family Therapist** provides direct educational, supportive services, and groups primarily to youth, and adults as needed, in the residential and outreach programs. This position is responsible for understanding and promoting the mission and values of the Violence Free Futures. This is a non-exempt professional position.

ESSENTIAL RESPONSIBILITIES

1. Facilitate agency programs for children/teens under direction of the Clinical Director
 - Conduct Mental Health Assessments for children 3 ½ through 17 years of age and coordinate therapy with parents and children of the shelter.
 - Assess children's needs, make appropriate referrals, coordinate with other service providers on behalf of children in the residential and outreach programs.
 - Assess parenting skills for parents in residential program and participate in development of client's goals plan.
 - Coordinate, develop, and facilitate Parenting Education program for victims of domestic violence.
 - Provide individual family services focused on issues related to development of positive, non-violent, parent-child interaction.
 - Coordinate Smiles program in connection with Healthy Homes
 - Participate in Multi-Disciplinary Team; act as an advocate for children.
 - Participate in Safe Housing Review Team; act as an advocate for children.
 - Document case activity in each resident's and non-resident's record in Osnum and Therapy Notes, as necessary per mental health standards.
 - Complete monthly statistics on individual and group work.
2. Facilitate Adult & Children Groups: Healthy Homes, Process Groups, Family Focus, and others as assigned.
3. Responsible for agency records
 - Maintain up-to-date Clinical Records on clients and documentation per mental health standards;
 - Adhere to Mental Health Certification Standards in conjunction with Performance Improvement Committee; and
 - Participate in the Performance Improvement Committee.
4. Secondary Responsibilities
 - Participate as an After Hours Supervisor on the team (approximately 1 week every 2 months).
 - Participate as a support to other Safe House staff members as needed
 - Timely and accurately collect, compile, and report monthly program statistics. Respond to resident needs within the shelter, consistently implement house rules, and respond to other emergency situations.

VIOLENCE FREE FUTURES POSITION DESCRIPTION

- Provide training and education regarding impact of domestic violence on children and families for other professionals in the community, and represent the agency as requested in community task forces.
- Support volunteer activities including gathering supplies needed for any volunteer activities provided by outside groups coming into the shelter to work with the children and residents.
- Adherence to all agency policies and procedures.
- Other appropriate duties as assigned.

ABILITIES, SKILLS, AND BEHAVIORS

- Knowledge in child development.
- Ability to work with children using positive acceptance and structure with limits.
- Ability to facilitate groups with children.
- Ability to document case records and service statistics accurately/completely.
- Knowledge of community resources and their relationship to clients' needs, and the ability to interact effectively with these resources.
- Ability to communicate with people of varying social, economic, educational, religious, and racial backgrounds through both written and verbal means.
- Excellent oral and written communication skills.
- Strong time-management skills.
- Ability to make public presentations and to communicate clearly and effectively with the public.
- Ability to interact rationally and with sound judgment in a crisis situation.
- Ability to use computer and word processing software.
- Ability to interact effectively in a team approach with other staff members.
- High degree of professional ethics.
- Organizational and multitasking skills.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is typically required to be actively sitting, standing, bending, stooping, running, and lifting up to 40 lbs. Must be able to see to the needs of children including feeding, comforting, lifting, changing diapers, and simple first aid. Must be able to go up and down stairs, sit on the floor, and to accomplish tasks that require reaching, feeling, talking, hearing, and seeing.

WORK ENVIRONMENT

The work environment is generally indoors and some outdoors. The environment is a residential living facility and may include interacting with multiple children of all ages.

SUPERVISES: Assigned Interns & Volunteers

SUPERVISED BY: Clinical Director

VIOLENCE FREE FUTURES POSITION DESCRIPTION

QUALIFICATIONS

Bachelor's or Master's degree in Social Work/Counseling and at minimum 2 years of experience in direct contact with children and parents, trauma, or related field. LISW/LPCC strongly preferred. Experience with domestic violence preferred. To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. The requirements listed in this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NORMAL WORK HOURS

40 hours per week, primarily days with some evenings required and others as required.

*Submit interest and questions to Celeste Hurley at
celeste.hurley@violencefreefutures.org*