**Position:** Therapist **Program:** Kids-TALK CAC

**Employment Type** RFT **Union Status** Non

I have received an approved copy of the job description for the positions. I understand and accept the terms of my employment. I addition, I agree to fulfill the duties of the position to the best of my ability.

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Employee Name (printed) Employee Signature Date

**Qualifications:** Must have a Master’s Degree or higher and be a psychologist (TLLP, LLP, or LP), licensed master’s social worker (LMSW) or limited licensed master’s social worker (LLMSW) supervised by a licensed master’s social worker, licensed professional counselor (LPC) or limited licensed professional counselor (LLPC). Must possess and retain current full, temporary, or limited licensure in the State of Michigan or must obtain state licensure (llmsw, llpc, tllp, lmsw, lpc, llp) within a 60-day training period beginning on the date of hire, this period may be extended by up to an additional 60-days of training at the sole discretion of the employer. Failure to obtain licensure within the training period will result in the employee being unqualified to perform the function. Beyond the training period, all state licensure must continually remain active, in effect, and free from disciplinary action. The Therapist will meet Michigan Department of Community Health requirements for a Qualified Child Mental Health Professional within four months of hire. Qualified candidates will have at least seven (7) months of experience in the examination, evaluation and treatment of minors and their families is preferred.

Additional requirements include: a nonjudgmental approach that reflects cultural competency and sensitivity to the unique needs and diverse experiences of individual families, the ability to engage and maintain therapeutic relationships with families, the ability to develop collaborative relationships with other providers, effective interpersonal communication skills, the ability to assess and intervene within complex family and community systems, and a willingness to be flexible, patient and creative.

**Salary: FLSA Status:** Exempt

**Supervisor:** Mental Health Supervisor, Kids-TALK Children’s Advocacy Center

# Position Summary

The therapist is responsible to provide trauma informed services to all children and families meeting eligibility criteria for Kids-TALK CAC mental health services. Services are delivered mainly in the office setting and include intake, integrative health and other assessments, person-centered treatment planning, and the provision of individual, family and/or group treatment. The therapist is responsible for collaborating with professional team members both from TGC as well as other providers or systems to integrate service delivery. Full-time staff must work 37.5 hours per week, including a minimum of 4 hours per week after 5:00 p.m. Contractual staff hours will vary depending upon program and client needs.

# Specific Responsibilities

1. Conduct Intake Assessments, including all necessary opening paperwork (Psychosocial Assessment, financial and demographic forms, etc.)
2. Maintain a working knowledge of trauma focused interventions, seek training opportunities, and utilize evidence-based practice whenever possible.
3. Assess and document the needs of children who present themselves for outpatient services in line with Person-Centered Planning.
4. Provide trauma informed individual, family, and group therapy as well as parent education.
5. Work collaboratively with others in relation to the child and family including psychiatrists, primary care physicians, Wraparound facilitators, school personnel and other family service or support people.
6. Provide referrals for services and community resources as needed.
7. Assess client satisfaction and participate in program evaluation as needed.
8. Participate in clinical supervision, team meetings and case consultations.
9. Complete clinical records and agency documentation in a timely manner consistent with policies and procedures of the Guidance Center.
10. Provide guidance, support and potentially supervision to interns in the program.
11. Complete all required annual trainings including 24 hours of training per calendar year specific to children or adolescents, at least 10 hours of which is specific to child maltreatment or trauma.
12. Full-time staff must provide 25 hours of billable service per week.
13. Other duties as assigned.