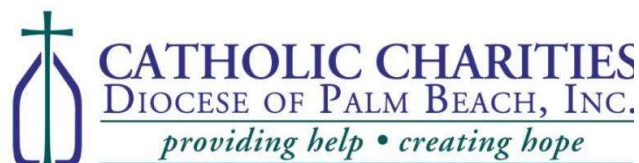


**Title: Therapist-3 Years Grant Funded**

**Department: Bakhita Empowerment**

**Hours Worked: Full-Time 37.5 hours.**

**Location: West Palm Beach, FL**



Reports to: Clinical Director indirect report/ matrixed to Bakhita Empowerment Director

Supervises: None

FLSA Status: Exempt

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides assessments and mental health counseling to victims of human trafficking and their families.
- Schedule clients for counseling weekly and document each session within 72 hours in our electronic health record.
- In collaboration with each new client, completes a psycho-social assessment.
- Develops an assessment based and routinely updated treatment plan in collaboration with the client, measuring progress toward treatment goals.
- Plans and facilitates group therapy sessions as needed.
- Provides information and referrals to clients as needed and to ensure integration with medical care and medication management.
- Oversees the administration of pre/post assessments to measure symptom improvement and overall mental well-being.
- Provides statistical, as well as data regarding outcome measurements, used in Agency reports to funding sources and for Performance Quality Improvement (PQI)I purposes.
- Coordinates with Bakhita Empowerment Program Director and Clinical Director when after-hours crisis support is necessary.
- Works with the Bakhita Empowerment staff to coordinate client care, participating in Bakhita case staffing held monthly with Palm Beach County Sheriff's Office (PBSO).
- Attends regularly scheduled - monthly supervision meetings with Clinical Director and monthly peer supervision meetings with the counseling team.
- Participates in Treatment Team Review monthly to discuss client's progress.
- Interfaces with other community agencies as much as possible for collaborative purposes.
- Participates in networking and marketing events for community outreach and client recruitment when applicable.
- Maintains case records in the EHR system and updated case notes in a timely manner.
- Becomes familiar with and carries out the policies and procedures of Catholic Charities and the Bakhita Empowerment Program.
- Supports and participates as needed in the accreditation or re-accreditation process.
- Attends agency meetings/staff development programs as needed.
- Attends training sessions as determined by needs outlined in annual evaluation and completes specific trainings on working with victims/survivors of human trafficking such as trauma informed care and victim centered services.
- Participates on a Continuous Quality Improvement (CQI) team.

## QUALIFICATION REQUIREMENTS

- Master’s degree in clinical social work, mental health counseling, or marriage and family therapy.
- 1-2 years’ experience in counseling children and adults and victims of crime, human trafficking (labor & sex), or sexual trauma; internships qualify.
- Licensed eligible clinician in Florida; LCSW (preferred), LMHC, or LMFT.
- Bilingual preferred (English Spanish or Creole)
- Effective communication skills both verbal and written.
- Adapts to changes in the work environment, manages competing demands and can deal with frequent change, delays, or unexpected events.
- Ability to work independently.
- Ability to use equipment and electronic health system software (fax, computer, copier etc.)
- Capable of keeping confidentiality of sensitive data
- Proficiency in Microsoft Software (especially Word, Outlook, and Excel)
- Exhibits professional telephone manner, interpersonal skills, confidentiality.
- Ability to work effectively with Diocesan employees, pastors, department heads, representatives of other agencies and the public.
- Ability to multi-task, work independently and make responsible judgment calls.
- Ability to respect confidentiality and consistently exercise discretion and good business judgment.
- Ability to work flexible hours, as client needs dictate.
- Knowledge and support of Catholic Social Teaching.
- Florida Driver’s License, excellent driving record and access to vehicle

### Physical Requirements:

- Occasional light lifting and carrying of under 15 pounds.
- Occasional moderate carrying and lifting of 15 – 44 pounds.
- Frequent use both hands and fingers (i.e., typing)
- Frequent extended periods of sitting.
- Occasional periods of standing, kneeling, and climbing
- Occasional ability to distinguish basic colors (i.e., graphics)
- Occasional ability of minimal hearing (i.e., driving) and routine hearing (i.e., listening to others in conversation)
- Occasional time spent working closely with others.
- Work hours are regular; however, the job demand may require extended hours.
- Work involves sitting, standing, walking, bending, stooping, occasional carrying and lifting heavy objects, and other normal office activities.

*The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

**Reviewed/Approved By:**

**CEO-Executive Director: \_\_\_\_\_ Human Resources: \_\_\_\_\_ Program Director: \_\_\_\_\_**

\*\*\*\*\*

Hand delivered on \_\_\_\_\_, by \_\_\_\_\_ (Supervisor)

to \_\_\_\_\_ (Employee). I acknowledge receipt of and understand my job responsibilities as outlined.

in this job description.

Signed: \_\_\_\_\_ (Employee) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Supervisor) Date: \_\_\_\_\_

**Copies: Supervisor, Employee**

**Original: Human Resources**