



## HOPE HARBOR POSITION DESCRIPTION

**JOB TITLE:** CLINICAL THERAPIST

**SUPERVISOR:** DIRECTOR OF CLINICAL SERVICES

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The Clinical Therapist is responsible for providing direct client services including crisis intervention, therapeutic counseling, referrals, case management, and community engagement through educational and training programs. If degree requires supervision, Clinical Therapist will receive clinical supervision by a consulting licensed psychologist, LCSW, LMFT, LPCC-S or appropriately degreed supervisor.

### **RESPONSIBILITIES**

#### **1. Provision of Direct Services**

##### **Clinical Provisions (75% of position)**

- Administer appropriate evaluations and assessments.
- Assess client needs and form an action plan/treatment plan
- Identify and, if feasible, involve the client's own support system of friends, family, and significant others.
- Provide client centered, therapeutic 50-minute counseling sessions for clients to assist in reduction of trauma symptoms as a result of victimization. *(Average 50% of time weekly)*
- Maintain complete clinical chart and records in accordance with all agency and licensure policies and procedures. This includes documenting all contacts with clients counseled and/or attending support group within 48-hours of service provision.
- Design and facilitate support group(s) for victim/survivors when needed.
- Actively participate in Clinical Team Meetings for client assignment, consultation, discussion, and program development and improvements.
- Attend monthly supervision with Director of Clinical Services.
- Attend one (1) hour of weekly supervision if required for licensure.

##### **Community Engagement (5% of position)**

- Build relationships with community partners to increase referrals for services. Actions includes emails, phone calls, meetings, providing Hope Harbor information pamphlets/referral forms, and attendance at partner sponsored community events.
- Enhance community engagement through education and training sessions for schools, service providers, and community partners.

##### **Case Management/Crisis Intervention (5% of Position)**

- Coordinate legal and personal advocacy services for the victim and families.
- Respond to crisis calls/texts or medical advocacy requests when other staff/volunteers are unavailable.

- Participate in the on-call back-up rotation for the crisis intervention program including crisis line/text line and medical advocacy services.
  - Provide crisis intervention services for survivors at detention centers as requested.
- 2. Administrative Responsibilities (10% of position)**
- Maintain appropriate statistical/service information on a daily basis in the shared excel form to be reviewed by the Administrative Program Assistant.
  - Attend monthly staff meetings
  - Assist in compiling outcomes of assessments for program evaluation, statistical and grant reporting purposes.
  - Maintain appropriate records of community engagement programs scheduled and presented, and the demographical information for each program presented.
- 3. Other Responsibilities (5% of position)**
- Travel to provide counseling services in satellite offices, schools, or other community partner locations, and/or to community engagement activities.
  - Assist with crisis intervention training for volunteers and new staff.
  - Coordinate with the Education/Prevention program and Community Engagement Coordinator to meet community outreach objectives and goals.
  - Commitment to work against discrimination due to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age disability, or genetic information (including family medical history) in the field of victim services.
  - Perform other duties assigned by the Director of Clinical Service or Executive Director.

### **PRIOR QUALIFICATIONS**

- Master's degree in social work, counseling, psychology, or related field with a counseling emphasis from an accredited college or university, and a certificate or license to practice a mental health discipline under Kentucky laws, and (3) year experience in counseling preferred. (Internships can count toward experience)
- No prior history of criminal behavior.

### **POSITION TRAINING REQUIREMENTS**

- Complete (8) hours of related training prior to any direct (client) services.
- Complete the required (40) hour Crisis Intervention Training within three months of hire.
- Participate in training regarding HIPAA related policies and procedures within 6 months of hire.
- Participate in at least eight (8) hours of continuing education annually relating to the field of sexual trauma, but could require up to twelve (12) hours per funding requirements. The

yearly continued education must include a minimum of (3) hours of anti-oppression related topics.

- Complete approximately (2) hours of Kentucky Department of Juvenile Justice and Department of Corrections volunteer training to be compliant with Prison Rape Elimination Act (PREA).
- Complete yearly licensure continuing education requirements.

**POSITION QUALIFICATIONS & SPECIAL SKILLS**

- Proficiency in Microsoft Office, Zoom, Stratus Video Equipment and Pacific Interpreters Language Line, and ease in adaptation to new technology
- Experience working with trauma assessment tools and screening tools for individualized care
- Proficiency in crisis intervention/trauma impacts and trauma reduction techniques
- Ability to interface and engage with diverse populations
- Ability to operate independently with minimal supervision
- Excellent organizational and time management skills
- Excellent written, interpersonal and oral skills
- Works well in a team environment
- Ability to foster relationships to ensure supportive/collaborative environment with community partners
- Experience developing resources and maintaining community service referral networks
- Working knowledge of trauma informed care and practice
- Ability to work at a brisk pace
- Ability to work with people in crisis situations
- Ability to work effectively under stress
- Commitment to developing self and others

I have read and understand the above duties and responsibilities of this position and agree to abide by them. I understand that upon failure to perform the required duties, appropriate disciplinary action or termination will follow.

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Staff Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date