

**POSITION TITLE:** Therapist / Program Coordinator

**ORGANIZATION RELATIONSHIP and PURPOSE:** The Therapist / Program Coordinator reports directly to the Clinical Manager.

**POSITION SUMMARY:**

The Therapist provides mental health services for children ages 0-18 with an emphasis on ages 0-5, and their families. Duties include: to promote and model ethical and sound professional and clinical judgment in working with clients, staff, and the community; participate and contribute to a positive and supportive work environment; share in the upkeep and care of the facility; participate in community events and presentations; participate in special time studies and gather information required for grant reports.

As a Program Coordinator, this person provides leadership and administrative oversight to grant funded programs and services using the standards and guidelines as directed from funding agencies and approved agency clinical and theoretical model. Work in cooperation with staff, partnering organizations and clients to meet grant objectives and to grow and improve the programs.

**DUTIES AND RESPONSIBILITIES OF POSITION:**

***1. Therapeutic Intervention***

- Complete mental health assessments.
- Develop treatment plans with measurable and observable goals.
- Provide developmentally appropriate therapeutic interventions for children and families.
- Complete all agency required documentation and grant-specific documentation in a timely manner using agency's electronic health records system.
- Provide a minimum of 40% clinical hours of billable services (including individual, family, and group therapy; collateral contacts; plan development, case management, etc).

***2. Program Coordination***

- Oversee agency's grant funded program/services.
- Provide leadership and training to all clinical staff in grant specific administrative requirements and therapeutic modalities.
- Maintain communication, network and promote program to community agencies, government entities, funding sources and clients.
- Attend local, regional and/or national training to ensure grant compliance and best practice standards.
- Ensure proper protocols are practiced by staff and clients.
- Facilitate accurate documentation and reporting.
- Provide referrals and advocacy to other community services.
- Serve as liaison to partners and staff.

- Track grant objectives and work with intake coordinator and clinical manager to ensure positive and effective outcomes.
- Work with clinical team and other staff to ensure compliance of treatment modalities, interventions, training, and reporting.
- Train and supervise part-time para-professional staff.

### ***3. Other Responsibilities***

- Attend and participate in team meetings, staff meetings and required training. Present cases to assess effectiveness of treatment, level of treatment, and review and update treatment goals.
- Provide the highest possible level of service to clients.
- Promote teamwork and cooperative effort among employees.
- Maintain safe practices.
- Abide by the agency's policies and procedures.
- Community Liaison/Outreach.
- Continue to grow and expand educational knowledge and professional skills.

## **MINIMUM REQUIREMENTS:**

### ***1. Education and Experience***

- Master's degree and licensed or registered in Social Work, Psychology, Marriage and Family Therapy or related field.
- One year experience providing treatment to children who have experienced trauma and/or neglect, and their caregivers.
- Working knowledge of child and family development, home and center-based services.
- Knowledge of the MediCal reporting and HIPAA regulations.
- Experience recognizing and treating multiple and co-occurring types of trauma, attachment disorders, post-traumatic stress disorders and other social and emotional health issues of children ages birth – 5 years of age and older, as well as addressing the diverse and cultural needs of child and family preferable.

### ***2. Special Skills, Licenses and Certifications***

- Must have current and active CA BBS (MFT or LCSW) or Board of Psychology (PhD) Licensure or Registration.
- Knowledge of therapeutic mental health intervention services for children and families who have experienced trauma and neglect to promote healthy development and prevent child abuse.
- Must be able to provide therapy services in a variety of settings including but not limited to the home, clinic, community centers, schools, etc.
- Excellent written and oral communications skills. Excellent interpersonal skills to develop and maintain critical internal and external relationships to achieve organizational goals and objectives. Ability to handle varying situations with tact and diplomacy.
- Accurate and on-time completion of paperwork.

- Ability to organize and triage tasks.
- Ability to work in challenging environment.
- Computer literate.
- Valid California driver's license and must provide annual proof of automobile insurance that meets or exceeds the state minimum coverage requirements.
- Ability to work with individuals of diverse backgrounds.
- Ability to work both independently and in a team setting.
- Bilingual in Spanish preferred

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

- Agency offices (Vallejo and/or Fairfield), client homes, community partner facilities
- Close contact with clients
- Must be able to operate a vehicle used on company business

#### **EMPLOYER RIGHTS**

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, funding considerations, or work environment change.