

Artemis Center

Job Title: Child Therapist

Reports to: Clinical Program Director

Responsibility Areas:

Client Services General Agency Duties
Community Relations Training

Minimum Requirements: Master's degree in social work or counseling, independent licensure strongly preferred. Must pass background check.

Professional Standards

All services are provided in a manner which is consistent with agency philosophy, which empowers clients, avoids judgment and victim-blaming, and is coordinated with other community systems. All performance, with respect to clients and colleagues - both within and outside of the agency - is conducted in a manner which affirms the value of diversity and which is respectful of others in regards to gender, class, race, ethnicity, ability, religion/spirituality, and sexual orientation. All employees participate in the establishment of individualized annual goals and objectives.

I. Core Competencies

Adaptability
Building Trust
Communication
Contributing to Team Success
Continuous Learning
Client Focus
Initiating Action
Job Fit
Managing Work/Time Management
Planning and Organization
Quality Orientation and High Work Standards
Stress Tolerance
Technical/Professional Knowledge and Skills

II. CLIENT SERVICES

1. Provides individual counseling/support with children and parents as appropriate.

2. Provides parenting information to parents of children involved in the program.
3. Provides crisis intervention in person or via phone contact as appropriate.
4. Conducts groups for children in all age groups as appropriate.
5. Conducts parenting education and support individually or in groups as appropriate.
6. Provides case management and advocacy services to children and their primary caretaker as appropriate.
7. Completes intake assessment of all children assisted.
8. Maintains strict client confidentiality, provides services with a client-centered approach, and according to the ethical standards of NASW and AACD, and other applicable standards dictated by profession and/or license, and practices within the scope of personal limits and expertise.
9. Provides services in a manner demonstrating knowledge, sensitivity, respect and competency with clients from a wide range of demographic, religious, and cultural identities.
10. Participates actively in weekly supervision.
11. Completes pre and post assessments, outcome questionnaires and clinical case closure on all children and parents served as appropriate.
12. Develops written work plan for every case opened.
13. Networks and coordinates with Artemis Advocates and other area agencies to ensure effective delivery of services for child and parent clients.
14. Coordinates service plans with other service providers as appropriate.
15. Assists child clients in the process of testifying or otherwise participating in court procedures by meeting with them for preparatory sessions prior to the court appearance, accompanying them to court, and meeting with them for debriefing sessions after they have testified/appeared at court.
16. Documents all client contact in client files, within the same day as service provided.
17. Completes and submits accurate statistics of services rendered on a regular basis, as directed by statistics procedures.

18. When necessary refers clients to appropriate community resources.
19. Spends approximately 50% of time in direct client service activities.
20. Provide clinical supervision of student interns/direct service volunteers.
21. Develop, maintain, and update effective assessment tools for clients served.
22. Develop educational resources related to Children's Program.
23. Assist with the development and maintenance of positive public relations with other service systems.
24. Provides training and education to community members and other professionals.
25. Attend relevant community meetings and task forces that impact the Artemis Center Child Therapy project.

III. GENERAL AGENCY DUTIES

1. Follows agency procedures to post schedules, and arrives for work as scheduled.
2. Records all client appointments and meetings in agency calendar.
3. Participates in staff meetings.
4. Participates in training and development opportunities provided by the agency.
5. Participates in training of volunteers/interns as assigned.
6. Provides supervision, support, and evaluation of volunteer and interns assigned to their position, including verification of observation logs.
7. Participates in the on-going process of evaluating and revising policies, procedures and clinical forms for the Children's Program.
8. Participates in Family Violence Collaborative committees and activities as assigned.
9. Promotes positive image of Artemis, its mission, and its services; works to build positive working relationships with community agencies, funders, courts and organizations.

10. Assists with community presentations, in-services, and media exposure as assigned.
11. Engages in ethical communication, as defined by Artemis policy.
12. Works cooperatively with volunteers, interns, colleagues, and supervisors.
13. Maintains information in office in orderly fashion that is usable to colleagues.
14. Manages schedule to balance workload and effectively uses time during less active periods.
15. Knows personal limitations and communicates them with a supervisor before they interfere with performance.
16. Accurately documents mileage on monthly transportation log.
17. Maintains access to reliable transportation, maintains insurance on vehicle used for duties.
18. Performs other duties as assigned.
19. Maintain organization of client files by following program's filing system.