

## Artemis Center

### **Job Title: Family 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 individual counseling/support with adult survivors of domestic violence.
3. Provides parenting information to parents of children involved in the program.
4. Provides crisis intervention in person or via phone contact as appropriate.
5. Conducts parenting education and support individually or in groups as appropriate.
6. Provides case management and advocacy services as appropriate.
7. Completes intake assessment of all individuals 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 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 24 hours of 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 therapy 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 Therapy program.

### **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 therapy Program.
8. Promotes positive image of Artemis, its mission, and its services; works to build

positive working relationships with community agencies, funders, courts and organizations.

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