



child parent institute

building brighter futures for our children and families

Job Description

Title: Mental Health Therapist (licensed or registered intern)

Job Classification: Hourly and non-exempt

Reports to: Clinical Supervisor

Hours: 16-40 hours per week

Job Summary:

The Therapist is responsible for providing individual, family, and group services. The Therapist is also responsible for coordinating case management activities in accordance with federal, state and local standards, guidelines, regulations and established policies and procedures of Child Parent Institute. Each Intern Therapist will be provided with group and individual supervision by a Clinical Supervisor as required by their licensing board.

Essential Functions:

- Conducts initial assessment of new clients. Develops master client plans in timely manner. Follows program policies and procedures utilizing appropriate assessments and input from the clinical supervisor and treatment team.
- Reviews and updates treatment plans as prescribed in the Program policies and procedures
- Conducts individual and family sessions within the scope of practice
- Enters progress notes on a daily basis for all clients within caseload
- Makes referrals, coordinates and advocates for appropriate aftercare resources for clients within caseload.
- Completes discharge summaries for all clients within caseload in a timely manner as prescribed by policy and procedures.
- Attends all scheduled staff meetings.
- Completes required daily paperwork including paperwork supported by Medi-Cal, Victim Assistance, CHAT, or other third party payers or funders.
- Complete timesheets accurately and legibly and on time.
- Complete other data required for agency operations or funding

Essential Competencies:

- Demonstrated interest and some knowledge of treatment of child abuse
- Demonstrates knowledge and understanding of child development, cultural influences, and family dynamics.
- Demonstrated interest in treatment of domestic violence

CPI formerly the California Parenting Institute
3650 Standish Ave • Santa Rosa, CA 95407 • (707)585-6108 • www.calparents.org

"Our mission is to end child abuse and strengthen the health of children, parents and families."

- Demonstrates competencies in continuous improvement, continuous learning, accountability, and teamwork.
- Demonstrates competencies in community orientation.
- Interpersonal skills: cooperates and collaborates effectively. Displays a professional demeanor. Promotes a cohesive, team-oriented environment. Ability to work effectively with a wide range of personnel and clients in a diverse community.
- Communications: express ideas clearly, concisely and effectively, both orally and in writing. Practices effective listening skills. Positively represents CPI to clients, employees, and outside contacts.
- Time management and organization skills.

Minimum Requirements:

- Possesses current license or Intern Registration number with BBS
- MFT or MSW from an accredited program, or registered MFTI or ACSW
- Minimum of two (2) years' experience in the mental health field.
- Minimum of one (1) year experience as a mental health therapist while enrolled in a graduate program.
- Experience working with children ages one (1) through eighteen (18)
- Experience in a social service or non-profit mental health agency recommended.
- Knowledge and understanding of professional legal and ethical obligations.
- Knowledge and experience in working with diverse populations, utilizing culturally competent, strength-based strategies.
- Ability to work a flexible schedule, including evening and weekend hours.
- Ability to perform age appropriate psychosocial assessments, develop treatment plans, interprets findings and treatment goals to clients and families.
- Ability to work with others effectively in order to accomplish tasks and functions.
- Maintain strict confidentiality guidelines regarding all clients, conversations and referrals.
- Understanding of financial and productivity standards of agency/department.
- Ability to use clinical supervision to enhance professional growth and examine clinical work.
- Proficient in PC programs, i.e. Windows and MS Word.
- Knowledge of Medi-Cal paperwork and CANS certified a plus.

CPI is an equal opportunity employer and requires all employees to pass a criminal history background check as determined by fingerprinting by the Department of Justice. Federal law requires proof of eligibility to work in the United States of America.

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