



child parent institute

*building brighter futures for our children and families*

## Job Description

**Title:** Staff Therapist

**Job Classification:** Hourly

**Reports to:** Clinic Director

**Hours:** 16-40 hours per week

### **Job Summary:**

The licensed staff therapist is responsible for providing individual, family, and group services. Under the Clinic Director, Licensed Staff 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 California Parenting Institute. This position is non-exempt and reports to the Clinic Director.

### **Essential competencies:**

- Demonstrated competencies in treatment of child abuse.
- Demonstrated knowledge and understanding of child development, cultural influences, and family dynamics.
- Demonstrated competencies in treatment of domestic violence.
- Demonstrated competencies in continuous improvement, continuous learning, accountability, and teamwork.
- Demonstrated 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.

### **Essential functions:**

- Conducts initial assessment of new clients as needed. Develops master treatment plans in timely manner. Follows program policies and procedures utilizing appropriate assessments and input from the Clinic Director and treatment team.
- Reviews and updates treatment plans as prescribed by CPI, in accordance with grant or funder requirements.
- Conducts individual and family sessions within the scope of practice, as assigned, pursuing approved treatment modality and best practices.
- Enters progress notes on a daily basis for all clients within caseload; progress notes are accurate, refer to problems identified on the treatment plan, address progress and gains as related to treatment goals, and are written legibly. Document incidents or unusual occurrence at the time that it happens.
- Makes referrals, coordinates and advocates for appropriate aftercare resources for clients within caseload.

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

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

- Completes discharge summaries for all clients within caseload in a timely manner as prescribed by policy and procedures.
- Other duties as assigned.

**Additional responsibilities:**

- Attends all scheduled staff meetings.
- Completes required daily paperwork including paperwork supported by Medi-Cal, CHAT, or other third party payers or funders.
- Complete timesheets accurately and legibly and on time.
- Acts as a mandated reporter in accordance with California law.
- Complete other data required for agency operations or funding.

**Knowledge/skills/experience:**

- Licensed in the State of California as a Marriage and Family Therapist (MFT), Licensed Clinical Social Worker (LCSW), or a Licensed Clinical Psychologist (Ph.D.).
- Minimum of two (2) years experience as a mental health clinician skilled in working with a wide range of child and adult mental disorders including crisis management.
- Minimum of two (2) years experience working with children ages one (1) through eighteen (18) with histories of severe abuse.
- 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 hours.
- Ability to perform age appropriate psychosocial assessments, develop treatment plans, interpret findings and establish 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.
- Bilingual (Spanish/English) preferred.
- Knowledge of Medi-Cal paperwork and CANS certified a plus.

**NOTICE:** This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Child Parent Institute, nor does it in any way alter the at-will employment relationship that exists between employees and Child Parent Institute. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description. CPI is an equal opportunity employer.

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