



Title: CHAT Program Mental Health Therapist
Job Classification: Hourly and non-exempt
Reports to: Child & Family Counseling Manager
Hours: 30 hours per week

JOB SUMMARY:

The CHAT (Childhood Abuse Treatment) Program Therapist is responsible for providing school-based individual, family, and group services with the CHAT program. The CHAT Program 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 Therapist will be provided with group and individual supervision by a Clinical Supervisor as required by their licensing board.

ESSENTIAL FUNCTIONS:

- This position is primarily school-based in the Cotati-Rohnert Park district, with the option to see clients on site outside of school hours.
- Conducts initial assessment of new clients using the Child & Adolescent Needs and Strengths (CANS) tool. Determines whether the clients qualify for services.
- Develops master client plans in timely manner. Reviews and updates treatment plans as prescribed in the program policies and procedures
- Conducts individual, family, and group sessions within the scope of practice.
- Enters progress notes on a daily basis for all clients within caseload. Completes required daily paperwork including paperwork supported by CHAT, and sometimes supported by Medi-Cal, Victim Assistance, or other third party payers or funders.
- Makes referrals, coordinates and advocates for appropriate 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 timesheets accurately and legibly and on time.
- Completes other data required for agency operations or funding

ESSENTIAL COMPETENCIES:

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



- 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.
- Excellent time management and organizational skills.

KNOWLEDGE/SKILLS/EXPERIENCE:

- License Requirements: must be licensed in the State of California as a Marriage and Family Therapist (MFT), Licensed Clinical Social Worker (LCSW), or Licensed Psychologist (Ph.D, Psy.D) or a post master's Registered Associate (AMFT, ACSW) with required experience.
- Master's degree in Psychology, Counseling, Social Work, or closely related field from an accredited program.
- 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.
- Preferred: 2 years of experience working with victims of child abuse or childhood trauma
- Preferred: 1 year of experience working in a school system
- 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 perform age appropriate psychosocial assessments, develop treatment plans, interprets findings and treatment goals to clients and families.
- CANS certification preferred.
- 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.



child parent institute

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- Bilingual (Spanish/English) highly preferred.
 - Knowledge of Medi-Cal paperwork and CANS certified a plus.

PHYSICAL REQUIREMENTS:

- Ability to lift 25 lbs (supplies).
- Prolonged sitting and working on a computer and telephone.

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.

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