



Job Title: Bilingual Therapist

Department: Child & Family Counseling Clinic

Reports to: Counseling Services Manager

Status: Part-Time, Non-exempt

Hours: 20 hrs/week

JOB SUMMARY:

Bilingual Therapists provide individual and family behavioral health services to children and parents in our Child and Family Counseling Clinic in both English and Spanish.

ESSENTIAL FUNCTIONS:

- Conduct initial assessment of new clients and develop client plans.
- Conduct individual and/or family sessions within the scope of practice and enter progress notes on a daily basis.
- Review, organize, update, and track client charts.
- Targeted case management.
- Follow program policies and procedures utilizing appropriate assessments and input from the clinical supervisor and treatment team.
- Participate in clinical supervision and group consultation to enhance professional growth and examine clinical work.
- Maintain strict confidentiality guidelines regarding all clients, conversations and referrals.
- Conduct therapy sessions in English or Spanish, according to the client's preference.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Minimum of 1 year experience in the mental health field.
- Experience in a social service or non-profit mental health agency.
- Experience working with children.
- Knowledge and understanding of professional, legal and ethical obligations.
- Ability to perform age appropriate psychosocial/diagnostic assessments for clients and families.
- Ability to integrate assessment findings and translate them into treatment goals.



- Willingness to take on additional tasks and remain flexible and adaptable to change.
- Knowledge and experience working with diverse populations utilizing culturally competent, strength-based strategies.
- Beacon credentialed and CANS certification preferred.
- Proficient in PC programs, i.e. Windows and MS Word, Google Drive, Zoom

LICENSE REQUIREMENTS:

This position is open to licensed clinicians (LMFT, LCSW, LPCC, Psy.D., Ph.D.) and some registered associates (AMFT, ACSW, APCC). Associate Therapists are provided with group and individual supervision by a clinical supervisor as required by their licensing board.

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.