



## Child Protection Center, Inc.

**TITLE:** Therapist (VOCA 100%)  
**PROGRAM:** CPC Therapy Program  
**SUPERVISOR:** Clinical Director  
**STATUS:** Full-Time – Exempt; Safety Sensitive Position  
**SUMMARY:** Provide trauma treatment to verified victims of physical and sexual abuse and their families.

### **Duties and Responsibilities include the following:**

Perform all activities to support the mission, vision and values of the Child Protection Center, Inc.

Collaborate with the CPC Leadership team to meet the goals outlined in the Strategic Plan and to promote a professional and positive work atmosphere at the Child Protection Center.

### **VOCA Therapist:**

Interview victim children, family members and significant others as needed to obtain psychosocial information for clinical evaluations. 10% of the therapist's time is allocated for this activity.

Administer trauma specific assessments (TSCC, TSCYC, CSBI, or CAT) to determine areas of clinical significance requiring interventions. 2.5% of the therapist's time is allocated for this activity.

Develop behaviorally specific treatment plans for victim children involved in the program. 2.5% of the therapist's time is allocated for this activity.

Provide counseling to child victims, siblings of victims, non-offending caregivers. 60% of the therapist's time is allocated for this activity.

Monitor attendance, participation, and progress of clients in treatment. 2% of the therapist's time is allocated for this activity.

Coordinate client services and referrals to community agencies. 1% of the therapist's time is allocated for this activity.

Attend case staffings and share information with other team members when warranted. 2% of the therapist's time is allocated for this activity.

Maintain client records which includes documenting all activities to crime victims in the case notes. 10% of the therapist's time is allocated to this activity.

The tracking of treatment goals and objectives. 2.5% of the therapist's time is allocated to this activity.

Complete closing summaries on all clients terminated from the program. 2.5% of the therapist's time is allocated for this activity.

Ensure client's right to privacy and ensure appropriate confidentiality when information about the client is released to others. 1% of the therapist's time is allocated for this activity.

Participate in ongoing programmatic review and development. 1% of the therapist's time is allocated for this activity.

Participate in required DOH and agency trainings. 2% of the therapist's time is allocated for this activity.

Other duties may be assigned. 1% of the therapist's time is allocated for this activity.

**MINIMUM REQUIREMENTS/SKILLS:** *All counselors must carry their own professional liability insurance.*

Oral Communication Skills	Diplomacy	Time Management	Filing
Written Communication Skills	Professionalism	Computer Literacy	Keyboard Skills
Telephone Etiquette	Proofreading Skills	Math Aptitude	Organization
Physical Demands (Lift/Move 50 pounds)		Ability to travel	
Level II Background Screening		Professional Conduct and Appearance	

**EDUCATION AND TRAINING:** Master's Degree in Social Work, Mental Health Counseling, or other behavioral science. (Licensure Preferred.) Participate in continuing education standards that include a minimum of eight hours of training per year in child abuse, abandonment and neglect with at least two hours of education specific to child sexual abuse. If licensed, maintain annual CEU requirements and remain in good standing with the Licensure Board.

**EXPERIENCE:** At least one year of clinical counseling experience, six months of which must have been in providing treatment to sexually abused children and their families.

\_\_\_\_\_ I acknowledge that I have read and can fulfill all of the duties, responsibilities and minimum requirements/skills of Therapist.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_