



Part-Time Psychotherapist Job Description

December 2020

sonoma county

As an affiliate of an international membership organization, the YWCA Sonoma County has devoted the past 40 years to empowering women and affirming the worth of all people, regardless of gender or race.

At the heart of the YWCA's programs are our domestic violence services. We provide a wide range of services to victims of domestic violence and their children so they can heal, become self-sufficient, and return productively to the community. As a member of our therapy team you will have the opportunity to help those in need. As an employee with YWCA you will work with adults and children impacted by trauma, meet with children who attend Sonoma County's only therapeutic preschool, learn trauma informed approaches while providing care for your client and receive individual and group supervision each week.

Position:	Psychotherapist	Wage:	\$27-\$30
Department:	Therapy Program	Pay Basis:	Hourly
Reports To:	Clinical Director	FLSA Status:	Non-Exempt
Hours/Week:	20	Benefits:	Pro-rated
Employment Status:	Part-Time		

Job summary

Under the supervision of the Clinical Director, the Psychotherapist provides direct clinical services to women, men, children, and families who have either experienced or witnessed domestic violence or who have experienced or are at risk of abuse. This position includes: providing direct psychotherapy treatment, performing client psychosocial assessments, developing treatment plans and guiding the treatment process, developing exit plans, providing psychological and emotional support to clients, facilitating client support groups, adhering to client confidentiality standards, training in trauma informed therapy and participating in individual as well as two hours of group supervision each week. In an attempt to foster greater client empowerment, all direct psychotherapy treatment duties are to be carried out through a client-driven model through which client input heavily shapes treatment plans and goals. The position entails providing direct clinical services to 10-12 clients per week and group therapy, as needed.

Essential Tasks

These are core functions of the job that, if removed, the job would simply not exist. Competent performance of all essential tasks is critical to the continued employment of the employee in this position. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Individual and Family Therapy**
Work with children and adults using various modalities including individual, couple, family and group therapy, as needed.

Provide direct psychotherapy treatment, performing client psychosocial assessments, developing treatment plans and guiding the treatment process, developing exit plans, providing psychological and emotional support to clients. Clinician will also be responsible for administering pre and post surveys to participants and will provide the results to the Therapy Program Manager.
- **Group Therapy Facilitation**
Facilitate group therapy sessions serving specific needs and populations, as needed.
- **Reporting**
Maintain accurate records and charting of client files. Ensure that client documentation is completed in a timely manner and within 24 hours of the client encounter. Provide regular statistical reporting as required and within bounds of confidentiality regulations.
- **Meetings**
Attend individual and group supervision as well as Therapy Program Team and agency meetings. Actively utilizes clinical supervision to develop and hone intervention skills and strategies. Works collaboratively with other YWCA support staff at A Special Place Pre-School, the Family Justice Center, and the Safe House. Works with outside stakeholders providing psychiatric services, medical services and psychological services. Collaborates with Family, Youth and Children's Services and other partner agencies, as needed.
- **May perform other duties as assigned.**

Key Behavioral Traits

The consistent display of these behaviors is essential to continued employment:

- **Professionalism:** Treats others with respect. Accepts feedback without defensiveness. Understands needs of the organization might outweigh personal feelings and still provides diligent and careful work product.
- **Good Judgment:** Considers impact of personal and professional choices. Consistently makes decisions in keeping with organizational values, supervisor’s direction and common sense.
- **Problem Solving:** Able to handle common problems without supervisor intervention while knowing when supervisor participation is warranted. Able to foresee when actions might have consequences to others and communicates appropriately before implementing changes.
- **Organizational Culture:** A commitment to the agency’s mission of the YWCA. Familiarity or experience with issues that impact the lives of people supported by the YWCA. Sensitive to issues of confidentiality and diversity.

Prerequisite Qualifications

The candidate must meet the following criteria in order to be considered for employment in this position:

- Experience working with children, adolescents and families.
- Experience or interest working with survivors of trauma and providing trauma-informed care.
- Demonstrated oral, written and interpersonal communication skills, including ability to relate to diverse client and community population via telephone and in person.
- **Master’s Degree from accredited college or university in the field of marriage and family counseling, social work or psychology and/or all academic preparation required for licensing or internship as defined by state licensing requirements.**
- **Must be licensed or actively working toward licensure as a Marriage and Family Therapist (AMFT/LMFT), Clinical Social Worker (ACSW/LCSW) or Professional Clinical Counselor (APCC/LPCC).**
- **Complete the YWCA’s 40 Hour Domestic Violence Counselor Training within 6 months of hire.**
- Satisfactorily pass a drug screen (provided by agency).
- Satisfactorily pass background check and DOJ fingerprint clearance.
- Valid driver’s license, current auto insurance, ability to transport self to job-related events and education locations
- Experience with Windows operating system.

Supplemental Qualifications

The candidate who possesses the following skill(s) is preferred over an otherwise equally-qualified candidate:

- Bilingual English/Spanish
- Experience as group facilitator, and/or in crisis intervention.

Physical Requirements

- Must be able to lift up to 35 pounds on an occasional basis, and stand, run, walk, sit, squat, stoop, bend, twist, turn, push, pull to interact with preschool age children.
- Motor skills sufficient to manipulate objects using fine and large motor skills, operate a computer workstation for several hours each day and drive an automobile providing client transportation to/from various locations.
- Mobility sufficient to walk up and down three flights of stairs on a regular basis and move throughout worksite and between office buildings.
- Visual acuity sufficient to read and supervise children indoors and outdoors in a variety of activities, including close, distant, and peripheral vision, ability to adjust focus and accurate color perception.
- Speech and hearing sufficient to receive and communicate detailed information clearly by phone and in person.

Acknowledgment:

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The Employee may be required to follow any other job-related instructions and to perform any other job-related duties requested.

This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.

Signature Employee _____
Signature Manager _____

Date _____
Date _____