



## JOB DESCRIPTION

### Children's Therapist (Part-Time)

**Agency Summary:** The Victim Center (TVC) is a nonprofit that serves adults and children who have experienced violent or sexual crimes. All services are free-of-charge and include 24/7 crisis intervention, and daytime advocacy, prevention education, and mental health counseling.

**Diversity, Equity, and Inclusion (DEI):** The Victim Center believes that all people deserve to feel respected, included, and safe. We foster our commitment to equitable treatment by engaging in trauma-informed practices that support the physical and emotional safety of clients, staff, volunteers, donors, and community members who choose to walk with us.

We know that trauma stemming from violent or sexual crimes may also be compounded by past and present trauma from prejudice, bias, and discrimination. We honor each individual's journey with us as unique and self-driven. We see strength in differences. We understand that the principles of diversity, equity, and inclusion are essential to our effectiveness in fostering health and safety in our community.

TVC does not tolerate unlawful discrimination in its employment practices. No question in this application process is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of race, color, ancestry, national origin, gender identity, sex, sexual orientation, marital status, religion, age, disability, results of genetic testing, service in the military, HIV Status, or any other protected status under applicable federal, state, or local law.

**Job Summary:** This is a professional clinical position that requires training and experience in therapeutic techniques effective for children crime victims. This position will provide primarily individual and family counseling. Occasional crisis intervention, support groups, psychoeducational classes, and court advocacy may also be required. Caseload will primarily include ages 11 and under, but up to age 20 as needed. Additional responsibilities include maintaining appropriate documentation, working with parents/guardians regarding their child's goals, practicing ethical best-practice standards, and working with a clinical team.

**Reports to:** Clinical Director.

**Work Location:** The Victim Center, 815 W Tampa Street, Springfield, MO 65802.

**Employment Status:** This is a part-time hourly position.

**Work Hours:** Set schedule of 18-24 hours per week, Monday-Thursday, 8 am – 6 pm.

**Compensation:** Compensation is commensurate with experience and education.

**Core Responsibilities:**

- Maintain assigned caseload of clients for individual and family counseling.
- Facilitate educational and therapeutic groups or classes as assigned.

## Children's Therapist (cont'd)

- Provide information and education to non-offending parents/guardians about the impact of trauma on children and work with parents/guardians on how to help their child attain treatment goals.
- Maintain timely, well-written, and accurate documentation as well as writing clinical summaries and reports for clients as needed.
- Provide advocacy for clients as needed, including support at court proceedings.
- Participate in daytime crisis response call and walk-in coverage rotation as needed.
- Adhere to strict client confidentiality standards as required by law.
- Adhere to trauma-informed best practices for assisting victims of violent/sexual crimes.
- Adhere to TVC's core values, DEI statement, and statement of non-discrimination.

### Additional Responsibilities:

- Maintain appropriate documentation of all service information, in accordance with funding source requirements and TVC policies.
- Maintain appropriate timesheets as required.
- Maintain a close working relationship and trust with community agencies and individuals who provide ancillary services to victims of violent crimes.
- Consistently demonstrate high levels of professional integrity and ethical conduct
- Adhere to strict client confidentiality standards as required by law.
- Adhere to trauma-informed best practices for assisting victims of violent/sexual crimes.
- Adhere to TVC's core values, DEI statement, and statement of non-discrimination.
- Participate in work groups or community task forces as assigned.
- Accommodate needs of other teams when necessary.
- Attend required team meetings.
- Make necessary reports for concern of health, safety, and well-being of minors and adults over 18 with disabilities and/or persons over the age of 60 as required by law. To follow all other agency policies and protocols and to perform all duties as assigned, as they relate to the agency's mission.

### Required Qualifications:

- Master's Degree in counseling, social work, or clinical psychology from an accredited college or university
- Licensure as a Licensed Clinical Social Worker or Licensed Professional Counselor, or LMSW or PLPC license and working toward full licensure as a LCSW or LPC.
- Excellent oral and written communication skills
- Basic computer skills, including Microsoft Word and Excel, Gmail platform, and Zoom
- Reliable transportation during the work week to report to work each day and for performing essential job functions at office and occasional off-site locations.
- Ability to pass a national criminal background check and a Child Abuse and Neglect investigative background check
- Ability to sit and/or stand for extended periods of time interchangeably

## Children's Therapist (cont'd)

- Ability to lift and carry 10 pounds (such as training materials, laptops, and supplies)
- Ability to play with young children during individual therapy sessions, which includes bending, squatting, reaching, and twisting.

### Preferred Qualifications:

- Experience working with at-risk populations
- Experience working with victims of violent or sexual crimes
- Training and/or certifications in current best practices for trauma and victimization such as, but not limited to, Trauma Focused Cognitive Behavioral Therapy (TF-CBT), EMDR, and play therapy.

### Core Competencies and Motivational Fit:

- Commitment to The Victim Center's mission and goals.
- Thorough understanding of trauma and its impact on child and adult victims; ability to respond to clients in a trauma-informed manner.
- Constant awareness of emotional and physical safety concerns for clients and TVC associates, in adherence to TVC's safety standards.
- Cultural sensitivity and adherence to TVC's statements on DEI and nondiscrimination.
- Ability to work both autonomously and collaboratively

**Equal Opportunity Employer Statement:** TVC is an equal opportunity employer. We provide equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. It is TVC's policy to provide Equal Employment Opportunity in full compliance with, among other laws, the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Rehabilitation act of 1973, Vietnam Era Veterans Readjustment Assistance Act of 1974, and the Americans with Disabilities Act of 1990 and the Uniformed Services Employment and Reemployment Rights Act. All employment-related decisions are based solely upon legitimate job-related factors including, but not limited to skill, ability to perform essential job functions and past performance. The Victim Center expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

**Statement of Non-Discrimination:** The Victim Center does not discriminate against its program participants or beneficiaries on the basis of race, color, national origin, religion, limited English proficiency, disability (including substance abuse), age, sex, gender identity, sexual orientation, marital or partner status, HIV/AIDS or other physical health status, immigration status, or residency.

## **Children's Therapist** *(cont'd)*

**Application Instructions:** Please submit a resume and a cover letter indicating your interest to employment[at]thevictimcenter.org. Direct all questions to the email address. Video, paper submissions, and phone calls will not be accepted. Applications will be accepted until position is filled.