



**Carbon County**  
Job Description

<b>Title:</b>	CJC Treatment Program Therapist	<b>Job Code:</b>	
<b>Department:</b>	CHILDREN'S JUSTICE CENTER	<b>Effective Date:</b>	
<b>Reports To:</b>	DIRECTOR	<b>Last Revised:</b>	
<b>Full Time</b>		<b>FLSA Status:</b>	Non Exempt

**OVERALL RESPONSIBILITY:**

Under the direction of the CJC Program Director and supervision of the CJC Treatment Provider, assesses individual consumer needs; develops and implements individualized treatment programming; monitors individual consumer progress toward specific goals and objectives; provides psycho social and psychoeducational services; may conduct individual, family, and group counseling sessions in accordance with professional standards; and performs other duties assigned.

**CLASS CHARACTERISTICS (CJC Treatment Therapist)**

This is a professional services classification level requiring a LCSW licensure professional.

**KEY TASKS AND RESPONSIBILITIES: CJC Treatment Therapist**

- Provides treatment at the Children's Justice Center; maintains and coordinates the essential specialized, age-appropriate individual treatment elements consistent with grant requirements; maintains information and contacts for making specialized individual child abuse treatment and referrals to community providers.
- Recruits, maintains, and coordinates age-appropriate therapy to serve child abuse victims; tracks treatment usage and outcomes of intervention processes. Interacts with local and state-wide treatment providers and social service agencies to facilitate collaboration efforts. Assists in the development of individual treatment for child abuse victims and non-offending parents.
- Provides direct intervention services to alleged child abuse victims and non-offending family members' onsite or by telehealth; assesses the mental health and needs of the child and parents and makes appropriate treatment recommendations using information obtained during intake interviews, collateral contacts, and by reviewing assessment and screening tool results; make treatment or social services referrals to various agencies.
- Creates and submits accurate records and documents according to compliance standards and established time requirements; prepares statistical reports to assist in monitoring program services, expenditures, and grants.
- Participates in ongoing training to maintain "state of the art" knowledge and enhance therapeutic skills related to child abuse treatment, Post Traumatic Stress Disorder, and child and family development, etc.

- Coordinates and assists with training of multi-disciplinary team members, community treatment professionals, CJC volunteers, and others regarding child abuse issues, child development and assessment trauma intervention, and specialized age-appropriate therapeutic modalities and intervention skills; assists in developing and promoting a multi-disciplinary team approach in case management to benefit the child and family.
- Acts as an agency representative in court and interagency meetings and provides information to judges and other legal personnel as required.
- Performs advanced assessments to identify child risk factors and safety concerns and makes professional therapeutic recommendations.
- Assists in completing all necessary VOCA Grant Reports and documentation.
- Responsible for performing training and speaking engagements as needed
- Responsible for attending community meetings, trainings, and/or events as needed or assigned by Director
- Assist the director in writing grants as needed
- Responsible for light cleaning chores for both Carbon.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

**Considerable Knowledge of:** interviewing methods and techniques, social casework principles and methods, and mental health assessment instruments; clinical diagnostic methods and principles, various modalities of psychotherapy and counseling, and abnormal psychology; federal, state and local ordinances and policies regarding therapeutic issues; and criminal justice system.

**Skill in:** identifying and assessing symptoms of child abuse; using crisis intervention techniques; training and teaching others.

**Ability to:** maintain cooperative working relationships with those contacted in the course of work activities; communicate effectively verbally and in writing; prepare comprehensive case reports and statistics.

#### **PHYSICAL DEMANDS**

**Regularly:** sits at a desk or table; walks, stands, or stoops; drives a motor vehicle.

**Occasionally:** lifts or otherwise moves objects weighing up to 30 points.

#### **WORKING CONDITIONS**

Work is typically performed in an office or other environmentally controlled room; Work exposes incumbent to contagious or infectious diseases; Work exposes the incumbent to high-stress situations including contact with the public in confrontational, emotionally charged, or uncomfortable circumstances.

#### **EDUCATION AND EXPERIENCE**

MSW by an accredited university program. Have obtained or working on an LCSW. Selected applicants are subject to and must pass a full background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

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Employee Signature

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Supervisor Signature

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Date