



**Job Description for Bilingual Therapist Position (Spanish/English)**  
(Supervision towards licensure provided)

**POSITION GOAL:** Provide mental health clinical assessment, diagnosis, and treatment of children who have experienced abuse and support for their non-offending families. Participate in Children's Advocacy Center training and collaboration with other agencies in responding to child abuse reports.

**SUPERVISOR:** Therapy Department Director

**QUALIFICATIONS:** Masters Degree in mental health related field and a professional license in social work, marriage and family therapy, or professional counselor. If not licensed, is receiving supervision toward licensure. *We prefer but not require at least five years* experience in a mental health setting dealing with individual, family, and group therapy for a range of child abuse/neglect issues, including domestic violence and/or drug endangered. Thorough knowledge of the principles and practices of mental health diagnosis, treatment planning and effective treatment modalities. Completion of online Trauma Focused Cognitive Behavior Therapy 2.0. Ability to work cooperatively with families, law enforcement, other agency personnel, and community partners. Bilingual (Spanish/English) required.

**POSITION  
FUNCTIONS:**

1. Establish and maintain appropriate therapeutic relationships with children and family members
2. Provide mental health intake and assessments of Children's Advocacy Center clients.

3. Develop treatment plans and provide individual, family, and/or group therapy to the clients of the Children's Advocacy Center.
4. Fulfill all clinical record keeping requirements.
5. Provide guidelines to other staff regarding appropriate communications with client families.
6. Maintain high ethical standards with regard to treatment and client confidentiality.
7. Maintain professional communications and case coordination with all involved social service agencies and community resources.
8. Attend weekly Multidisciplinary Team Review (MDT) meetings, provide consultation on case staffings when appropriate, and provide consulting services for MDT members on individual cases as requested.
9. Provide court testimony and expert witness testimony when requested.
10. Participate in Children's Advocacy Center training as requested.
11. Attend meetings of agency and community committees/work groups regarding child abuse prevention and treatment, to help coordinate services and keep open communication to better serve victims and their families, as requested by Therapy Director.
12. Report to and consult with Therapy Director on a regular basis. Report to Therapy Director concerns related to agency services; appraise and interpret ongoing therapy program operations and needs; report issues to Therapy Director as they arise.
13. Observe all agency policies and procedures.
14. Attend trainings/conferences as directed by the Therapy Department Director
15. Maintain confidential information and adhere to policies and procedures relating to safeguarding client information.
16. Maintain cooperative relationships with all agencies providing advocacy for child abuse victims within Jackson County and the Region.
17. Promote the Children's Advocacy Center program in a positive manner to clients, staff, volunteers and the community. Maintain a positive professional image at all times.
18. Encourage teamwork through cooperative interaction with clients, staff, volunteers and Board members.

19. Perform other duties as requested by Therapy Director.

I understand that this a 1.0 FTE position, based on 40 hours per week. Benefits allowed as per personnel policies are based on 1.0 FTE.

I understand that there is an initial six-month probationary period from date of hire, with a review by Therapy Director at the end of the six-month probationary period.

**Please send all resumes to Amanda Ribal at [aribal@cacjc.org](mailto:aribal@cacjc.org) with the job title in the subject line.**