POSITION DESCRIPTION

Job Title: Child & Family Therapist, Friendship House
Reports to: Executive Director
Salary Range: $38,000 – 45,000 per year
Benefits: Health, dental and life insurance, 3 weeks paid vacation, retirement and paid sick leave/holiday.

Job Summary:
Under the supervision of the Executive Director and in collaboration with the Friendship House Program Director/Family Advocate, the Child & Family Therapist of the Friendship House program will provide individual, group and family counseling to parents and children who are experiencing homelessness and housing instability.

The Child and Family Therapist will provide crisis intervention, complete comprehensive clinical assessments and establish case plans with children and families experiencing homelessness or housing crises. This newly created position will be key to developing program services in collaboration with the Friendship House Program Director, and to creating excellence in clinical support in collaboration with Cathedral Center’s Management Team. Using therapeutic techniques to assist clients in becoming successful with their goals for healthy living and independence, this position will aid clients experiencing symptoms of past traumas, intergenerational poverty, mental health issues and more.

Specific Job Duties: The following are key responsibilities of the Child and Family Therapist. Additional duties may be assigned to ensure effective teamwork within The Cathedral Center partnership:

1. Provide comprehensive clinical assessments, case planning and follow up services to women and families experiencing housing crises and homelessness in a compassionate and dignified manner.
2. Facilitate individual, family and group therapeutic sessions to assist clients in removing barriers to independence and build upon individual strengths - with the primary objective of assisting clients in creating healthy family living environments and sustaining healthy independent living.
3. Provide case management, crisis intervention, and advocacy services including service coordination when necessary. Refer clients to community resources and other organizations as appropriate.
4. Compile records, prepare reports including case files, correspond with client and collaborate with other mental health and social service providers. Develop, maintain and submit necessary reports for program evaluation and statistical compilation. Maintain records compliant with Outpatient Mental Health Clinic license and HIPAA.
5. Participate in resource fairs, outreach speaking engagements, and development opportunities. Attend program and agency staff meetings as required.
6. Collaborate effectively with coordinating service delivery. Participate actively in community meetings and consortiums relative to the homeless provider network.
7. Assume a leadership position in program development, evaluation and planning.
8. Work collaboratively, effectively and professionally with Cathedral Center partner agencies, representing the Center and partner agencies in a professional and dignified manner at all times.
9. Maintain up to date knowledge base of community resources, ensuring effective and appropriate linkages.
10. Other duties as may be assigned by the Executive Director.

Skills and Qualifications:
Master degree in counseling, social work or related area and experience in working with the homeless population. Clinical supervision in Social Work and Wisconsin Provider licensure is available, though individuals with valid Wisconsin professional licensure would be ideal and preferred. Valid Wisconsin driver’s license and access to reliable transportation are required. Effective skill in use of EXCEL, Word and other Microsoft applications. Bilingual skills (English/Spanish) a plus. Some evening hours will be required. All staff at The Cathedral Center are expected to work effectively both independently and in a team environment and to utilize a trauma-informed approach at all times. This position is open to all qualified internal and external candidates. Internal candidates must have reached six months of continuous employment at the time of application.

Full disclosure of past residency at The Cathedral Center is required before a candidate can be considered for this position. Candidates for all paid and volunteer positions at The Cathedral Center must have been separated from services here for at least one year. All candidates for paid and volunteer positions at The Cathedral Center must be willing to have a background check conducted.

DRM: Oct. 11, 2016