



## **VOLUNTEER THERAPIST TRAINEE**

**\*\*Enrolled in accredited Master's Level Program is *REQUIRED*\*\***

**Position Classification:** VOLUNTEER - Unpaid

**Department:** Clinical

**Reporting Manager:** Clinical Supervisor

**Location of job:** Oxnard Main Office; Emergency Shelter as needed.

### **SUMMARY OF POSITION**

Therapist fulfills California Office of Emergency Services objectives for Coalition's core grants and programming, including the Domestic Violence Assistance Program and the Rape Crisis Program, for individual adult and children's therapy. The volunteer Therapist Trainee provides individual therapy as well as facilitates psychoeducational/therapeutic groups to a range of populations.

### **EDUCATION, TRAINING, and EXPERIENCE**

***Must be enrolled in an accredited Master's level counseling program and have at least MFT Trainee status.*** Emphasis is on learning casework and treatment methods appropriate to Coalition's Clinical program, procedures and policies as part of a multi-disciplinary team.

### **ESSENTIAL FUNCTIONS**

#### ***Fundamental Job Requirements***

- Provides therapy to individuals and families as assigned by Navigation Team, which may include seeing clients at Coalition's Simi Valley office and/or Coalition's Confidential Emergency Shelter.
- Works alongside various department managers in providing effective clinical services.
- Attends required individual and group supervision with appropriate Clinical Supervisor.
- Collects clinical file documents as required by Navigation Team filing protocol; prepares client assessments, treatment plans, exit interviews and other client documentation for confidential storage.
- Maintains weekly therapy records including counselor notes and records of payment.
- Conducts psychoeducational/support groups as requested/needed.
- Collaborates with outside agencies regarding counseling, victim resources, and other miscellaneous needs in order to offer appropriate referrals to clients.
- Attends weekly staff meetings with appropriate department(s) to remain updated on departmental policies and practices, trainings, and more.
- Advocates for client needs with law enforcement, district attorney's office and other outside agencies.

#### ***Other Duties***

- Attend internal and local trainings/conferences in order to add to the professional discourse on issues pertaining to domestic violence, sexual assault, underserved populations, and more.

### **Schedule**

- The schedule for this position is developed with the reporting manager based on program needs.
- Provide at least ten (10) hours per week to the agency; expected to maintain a caseload of **5 individual clients and 1 group**.

- Due to the essential functions of this job, including providing therapy to survivors of violence, **arriving for your shift on time is an essential requirement.**
- This position is eligible for overtime benefits.

### **Certifications**

- Must obtain Domestic Violence Counselor certification that meets the requirements under California Evidence Code 1037.1 within one year of hire date.
- Must obtain Sexual Assault Counselor certification that meets the requirements under California Evidence Code 1305.2 within one year of hire date.
- Must attend LGBTQ+ training within 6 months of hire.

### **Knowledge Base/Skills**

- Basic computer literacy in Microsoft Office programs, including Microsoft Word, Excel and PowerPoint.
- Basic knowledge of general office equipment is required.
- Must demonstrate strong crisis management skills
- Must have strong communication skills both written and verbal
- Regularly expanding knowledge base on topics of gendered violence, impacts of domestic and sexual assault on the community, working with survivors of violence, and more by reading literature, blog and news posts, etc. is expected.

### **Physical Requirements**

- Ability to speak English and Spanish fluently **strongly preferred.**
- Must have the ability to communicate with clientele over phone, electronic correspondence and in-person.
- Central air and heating is available in the main office and can be controlled by staff.
- May be required to stand, sit, stoop, bend, and lift/move up to 20 lbs.
- Coalition for Family Harmony may accommodate to these physical requirements upon request.

### **Mental/Social Requirements**

- Must be able to demonstrate working effectively with and showing respect to all survivors of violence, including those from diverse ethnic, cultural, religious, socioeconomic, sexual preferences and/or identities, gender identities/expression, and political backgrounds.
- Ability to communicate and write clearly and professionally is required.
- Must demonstrate ability to navigate crisis and solving problems independently, using best judgment and critical thinking skills.
- Must maintain a positive, friendly, and welcoming attitude with staff and clients within the organization.
- Must utilize assertiveness, professionalism and non-violent communication when handling issues with residents or staff.
- Staff is expected to use initiative during down time to identify and work towards program needs.

### **OTHER INFORMATION**

- Must pass extensive background check
- Clinical position will receive clinical supervision by licensed Clinical Supervisor
- **Travel is not required for this position.**
- The option to **telecommute** (or to perform essential job duties at home) is assessed on a case-by case basis by Reporting Manager and, if necessary, by others on the management team.

*By signing, you acknowledge receiving a receipt of this job description on the date below.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)