THERAPIST TRAINEE (INTERN)

Enrolled in an accredited Master's Level Program REQUIRED

Job Classification: Intern, Part Time (10 hours minimum per week)
Stipend: $30 monthly remote work reimbursement; Receive trainee hours towards Associate Licensure and Clinical Supervision
Department: Clinical Program
Reporting Manager: Director of Operations
Location of job: Oxnard Main Office; Remote; confidential Emergency DV Shelter

SUMMARY OF POSITION

Therapist Trainees provide individual adult and children's therapy to fulfill objectives for the Coalition's core programming, including the Domestic Violence Assistance Program and the Rape Crisis Program. Therapist Trainees see clients individually as well as families, and facilitate psychoeducational and therapeutic support groups to a range of populations including LGBTQ+ community members.

EDUCATION, TRAINING, and EXPERIENCE

Must be enrolled in an accredited Master's Degree counseling program (MFT, MSW) and have at least 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.

Fundamental Intern Requirements

- Provides therapy to individuals and families as assigned by Navigation Team, which may include seeing clients at Coalition's Oxnard office, Coalition's Confidential Emergency Shelter or virtually when applicable.
- Attends required individual and group supervision with assigned 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 in Electionic Health Record system.
- Conducts psychoeducational and support groups as determined by Clinical Department.
- Attends weekly/monthly staff meetings with appropriate department(s) to remain updated on policies and practices, trainings, and more.
- Advocates for client needs with law enforcement, district attorney's office and other outside agencies.
- Collaborates with outside agencies regarding counseling, victim resources, and other miscellaneous needs in order to offer appropriate referrals to clients.
- Attend internal and local trainings/conferences on issues pertaining to domestic violence, sexual assault, underserved populations, and more.

Additional Volunteer Requirements (one on-call, 8-hour shift per month)

- Provide in-person advocacy to victims of sexual violence in need of support with forensic exams, crisis counseling, interviews, filing police reports, or other types of advocacy. Advocate must respond to calls within ONE hour of receiving notice of the accompaniment (to safe harbors in Ventura County).
- Provide referrals, assessments, crisis intervention, advocacy, and follow-up services for victims of sexual violence; follow-up must happen within 72 hours.

- Complete and collect all required forms from survivors, and submit them to the SART Coordinator. Submit monthly volunteer time logs.
- May volunteer to participate in outreach opportunities with community partners, which may include resource fairs, or presentations to bring awareness to our services.

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 clinical hours, (3 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.**
- **Crisis Calendar On-call Schedule:** One 8-hour shift per month commitment; monthly on-call volunteer shifts are available. Being available for the complete 8-hour shift is required.

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.

Physical Requirements

- Ability to speak English fluently is required. Bilingual in English and Spanish desired.
- Must have the ability to communicate with clientele over phone, electronically 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 verbally 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.
- Must utilize assertiveness, professionalism and non-violent communication when handling issues with staff or clients.
- Basic computer literacy in Microsoft Office programs, including Microsoft Word, Excel and PowerPoint.
- Basic knowledge of general office equipment is required.
- 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.

OTHER INFORMATION

- Must pass a Live Scan background check.
- Travel by car is required for this position. Valid Driver's License, auto-insurance, a clear driving record and reliable transportation is required.
- Crisis Calendar shifts are eligible for a monthly charity mileage reimbursement of 14 cents per mile (IRS rate).
- Upon completion of 1 year of volunteer service on the crisis calendar, volunteers receive a California State Sexual Assault Counselor Certification from the Coalition.
- The option to **telecommute** is assessed on a case-by case basis by Reporting Manager

EEO: Coalition for Family Harmony is proud to be an equal employment opportunity employer; all applicants will be given full consideration under state, local, and federal law.

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

_____ _____

Signature Date

_____

Name (Please Print)