**Job Title**

**Contract Child Therapist**

**Employer/ Agency**

Northwest Assistance Ministries
(Family Violence Center)

**Job Description**

**POSITION SUMMARY:** The Contract Child Therapist provides therapeutic services to child and adolescent survivors of domestic violence and sexual assault in the Family Violence Center (FVC). Position is limited to 5 (five) hours per week.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Working with child/adolescent survivors of domestic violence and sexual assault in individual, family, or group therapy
- Ability to define the individualized therapeutic approach used for each client.
- Conduct necessary assessments to determine client need
- Storage, maintenance, ordering and inventory of therapeutic supplies within budget and program guidelines
- All record keeping, data collection, telephone calls, and scheduling necessary for clients
- Maintain client therapeutic file documentation in a professional standard, on forms reviewed and approved by the FVC
- Maintain regular communication with the Family Violence Center Director regarding programming and client needs
- Recognizing the confidential manner of domestic violence and sexual assault work
- Not removing any therapeutic notes of files from the FVC, except for limited de-identified notes which may be used for off-site clinical supervision
- Monthly staffing of all cases with other contract therapists and/or FVC Director, including definition of problems and determining appropriate referrals when necessary
- Staffing of clients’ non-therapeutic needs with case management supervisors, as needed
- Ensuring and protecting client confidentiality
- Flexible work hours to meet client needs; not exceeding five hours per week

**SUPERVISORY RESPONSIBILITIES:** N/A

**Qualifications**

**Education and Experience Requirements:**

- Education that supports counseling licensure
- Four to ten years related experience and/or training
- Prior experience working with victims/survivors of domestic violence and/or sexual assault is required

**LANGUAGE SKILLS:**

Bilingual proficiency required (Spanish and English)

**COMPUTER SKILLS:**

Intermediate computer skills required; including but not limited to:

- Word Processing software
- Microsoft Office - required
- Database software - familiar
- Internet software - familiar
- Spreadsheet software (Excel) familiar

**SPECIAL REQUIREMENTS (Certificates, Licenses, Skills, Special Machines):**
- Must provide copies of current State of Texas mental health licensure and maintain liability/malpractice insurance annually.
- Must have dependable transportation
- Skilled experience with play, sand and art therapy modalities

<table>
<thead>
<tr>
<th>Salary/Hours</th>
<th>$65.00 per hour, 5 hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer/Agency</td>
<td>Northwest Assistance Ministries</td>
</tr>
<tr>
<td>Address</td>
<td>15555 Kuykendahl Rd.</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>Houston, Texas 77090</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Joe Slezak</td>
</tr>
<tr>
<td>Contact Title</td>
<td>HR Coordinator</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>281-885-4579</td>
</tr>
<tr>
<td>Fax Number</td>
<td>281-583-5621</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:resumes@namonline.org">resumes@namonline.org</a></td>
</tr>
</tbody>
</table>

**Application Method**
- **TO APPLY:**
  For consideration, please email your cover letter and resume as an attachment to resumes@namonline.org with the job title “Contract Child Therapist”, in the subject line.
  **NO WALK-INS OR PHONE CALLS PLEASE.**
  All applicants must be able to pass a background check.

| Opening Date | Immediate |

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.