

Bilingual Therapist

Overview

The Bilingual Therapist will provide individual, family, and group counseling services for families who have experienced trauma. Counseling services will be provided in the CAPA office, virtually and/or in community-based settings, including but not limited to schools. Special focus will be given to students in the Independence School District, Raytown Quality Schools District, and Kansas City Public Schools comprised of students from diverse racial, ethnic, and socioeconomic backgrounds. Fluency in Spanish is required.

Essential Job Functions

Direct Service

- Provide face-to-face child, individual, group, or family counseling.
- Provide case management, crisis intervention, and/or court support and advocacy to clients as needed and authorized and provide other direct clinical services as assigned.
- Maintain accurate and thorough records in a timely manner as needed in the performance of the position- i.e. intake assessments, progress notes, treatment plans, quarterly outcome reviews, treatment summaries, mileage logs, timesheets, expense reports, etc.
- Maintain confidentiality of clients in accordance with HIPAA requirements.
- Complete Quarterly Outcome Reviews each March, June, September, and December of each year, including: 1) Administer client satisfaction surveys, 2) Administer program evaluation tools, 3) Mutually assess client's progress on treatment goals, 4) Record results on Quarterly Outcome Review worksheet.
- Participate in clinical supervision, staff, and/or team meetings as necessary for the position and participate in the quarterly peer review process as part of the Quality Assurance Plan.
- Maintain clinical licensure or be under contract for supervision. Maintain professional development through continued training as relevant to position and client population.
- Maintain a positive working relationship with staff, interns, clients, the general public and any collaborating organizations and promote the agency and its services in a positive manner through active involvement in public relations and special events as assigned or available, during non-grant funded hours.
- Complete any other tasks assigned by a supervisor, or designated to the position in the program design and/or grant requirements.

Additional Job Functions

- Carry out CAPA's mission: To prevent and treat all forms of child abuse by creating changes in individuals, families, and society that strengthen relationships and promote healing.
- Support CAPA's strategic plan and Continuous Quality Improvement process and ensure accountability through successful implementation of assigned objectives
- Maintain confidentiality of all agency information, consumer nonpublic personal information (NPI), and personal health information (PHI), as well as records directly or indirectly identifying any person currently or formerly receiving services from CAPA.
- Maintain professional standards and technical knowledge through annual attendance at educational workshops/seminars and review of professional publications. Inform staff and colleagues of the results of these activities.
- Accept and use supervision, direction, and consultation to maximize available resources in the completion of work duties.
- Additional responsibilities will be assigned as needed to maintain and improve the effective functioning of the department and to advance the mission of the organization.
- All job responsibilities will be carried out under the direction of agency policies and procedures.
- Experience providing similar services directly to people from diverse racial, ethnic, and socioeconomic backgrounds.

Education and Experience

- Master's degree in Social Work, Counseling, Marriage and Family Therapy, Counseling, or closely related mental health field.
- Missouri LPC, LCPC, LMFT, LMSW, or LCSW required.
- Experience in child, individual, group, and/or family therapy is required as well as knowledge and experience in trauma-focused treatment and play therapy.
- Strong verbal communication skills including the ability to work successfully within a team environment and collaborate with other professional staff.
- Awareness of the disparities in mental health services and how underserved and underrepresented communities are impacted.
- Ability to collaborate with a diverse group of individuals.
- Fluency in Spanish is required.

Compensation and Benefits

- Salary: \$\$61,616-89,840 depending on experience; includes a pay differential for bi-lingual language skills and additional duties including bi-lingual client intakes.

• PAID LEAVE BENEFIT	# of Days
CAPA Paid Holidays	12
Paid Leave	15
Self-Care Days	12
CAPA Winter Break	7
Birthday Leave	1
Personal Leave	2
Sick Leave	12

OTHER BENEFITS	
Cell Phone Reimbursement	\$75 per quarter
Mileage Reimbursement	62.5 cents per mile
Professional Development	1% of salary
Training	Ongoing
Health Insurance*	80% of premium
403B Contributions**	5%
Life Insurance***	Up to \$50,000
Employee Assistance Program	
Supplemental Insurance	<input type="text"/>

***Medical Insurance:** CAPA will pay 80% of your individual health insurance premium. The additional cost of the premium will be paid by you. You may add family or dependent coverage at your own cost. CAPA deducts any difference in cost for each of your paychecks and pays your premium directly to the health insurance company.

****403 (B) Plan:** If Medical Insurance is not selected, CAPA will pay 5% of your salary, with no matching requirement, towards a qualified 403 (B) retirement plan. You may authorize additional amounts to be deducted from your paychecks. Current fund options are Edward D. Jones Company and American Century Mutual Funds.

*****Life Insurance:** CAPA provides life insurance for eligible staff at one time the annual salary, up to a maximum of \$50,000 at no cost to staff. Staff members may purchase additional life insurance if desired as part of their benefit coverage. Premium is deducted from your paycheck each month.

Workplace Policies and Agreements

- All CAPA staff must sign a confidentiality agreement and conflict of interest agreement.
- CAPA does not allow for the use of recreational drugs, vaping, or any habit-forming substances that can impair performance.

Working Conditions

Conditions	Details
Hours of work	Monday - Friday from 8 am to 5 pm; evenings and weekends rarely but based upon client and agency need.
Overtime expectations	Overtime is not permitted.
Work environment	Private office for clients sessions; some work may be done in local schools and other community-based settings
Travel requirements	Local travel will include schools and other community-based settings; out-of-town travel is rare.
On-call responsibilities	This position may entail after-hours phone access with therapists and/or client or their caregivers.
Special conditions or requirements	Must be able to pass an FBI background check along with a child abuse and neglect screening.

Evaluation and Review

- Performance evaluation will be based on the degree to which the Essential Job Functions outlined above are completed.
- Meeting and exceeding the expectations outlined above in the Essential Job Functions may result in additional compensation as a performance bonus.

Reporting Relationships

- Reports to: Clinical Supervisor
- Other contacts: Director of Clinical Services, Vice President of Programs, board members, and clients