

**CAPS of the Blue Ridge, Inc.**  
**Southern Virginia Child Advocacy Center**  
**Clinician**

**Employment Status:** Full-Time/Exempt or Part-Time

**Reports To:** Executive Officer and Clinical Supervisor

**Summary:** Develop and oversee clinical services for victims and non-offending families of children referred to the CAC. Provide assessment, diagnostic, and counseling services for CAC referred clients. Coordinate referrals to needed support services. Individual and family treatment services to be provided implementing a trauma-focused, evidence based practice. Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) is a recommended model to implement, understanding other treatment models may be used dependent on the prevailing conditions for referral.

**Time Commitment:** Minimum of 15 hours/week – 100% victim services

**Duties and Responsibilities:**

**I. Direct Services – Clinical Assessment and Treatment Services**

1. Perform assessment, diagnosis, and treatment in the form of counseling and psychotherapy for CAC referred clients.
2. Accept referrals from the multidisciplinary Child Abuse Review Team (CART) team and provide initial contact with non-offending parent or caretaker within 72 hours of referral.
3. Coordinate on site-intake of client within 5 days of initial contact.
4. Assess treatment needs and develop a treatment plan within 60 days of intake.
5. Deliver services which demonstrate ethical practice and promote client autonomy and growth.
6. Implement training and experience in child development, developmental psychopathology, engaging clients and establishing a therapeutic alliance.
7. Understand the dynamics of trauma the biophysical implications of brain function and development.
8. Avoid dual-relationships, maintain appropriate boundaries with clients, recognize conflicts of interests, and do not function outside the level of your experience and training.
9. Review intake forms and implement initial assessment of client's needs and reason for referral, and consult with multidisciplinary informants as confidentiality allows.
10. Implement treatment utilizing the TF-CBT model and other relevant treatment models.
11. Evaluate clinical practice and modify as needed to strengthen efficacy of services provided.
12. Document services and acquire all necessary information to accurately complete all agency and funder required reports, reimbursement requests, and other needed materials.
13. May conduct forensic interviews as defined in the Child Forensic Interview Specialist's job description if the candidate dually meets the education, training, experience and the other criterion in cases where there would be no conflict in service provision.
14. Provide testimony, upon subpoena, on behalf of the victim receiving services.

## **II. Participation on Child Abuse Review Team**

1. Actively participate on victim case review meetings held at the CAC twice a month.
2. Maintain confidential boundaries while participating with the coordination of services and referrals made by the CART team.
3. Coordinate clinical referrals with the Director of Clinical Services and the Family Advocate to achieve program objectives.

## **III. Administration**

1. Keep Executive Officer and Clinical Supervisor apprised of status of program development and implementation.
2. Research grants and private funders to support program continuation.
3. Compile and prepare statistical reports as required.
4. Planning for and managing program growth, development and evaluation, including special projects, budgets, annual work plans, and analysis of trends in program services.
5. Maintain appropriate documentation of all assessment, diagnosis, counseling and psychotherapy provided for all clients to ensure continuity of services in the future.
6. Other duties as assigned by Executive Officer

## **IV. Utilizes Supervision and Training**

1. Demonstrates commitment to personal and professional development in identified areas of growth.
2. Maintain annual training and necessary compliance with licensing board for the Commonwealth of Virginia. File training certificates and licensure documentation with Executive Officer.

## **V. Education, Training, Licensing, and Experience:**

Must possess a graduate degree in Social Work, Psychology, Counseling Education or related field. Must be licensed by the State of Virginia as a Licensed Professional Counselor or Licensed Clinical Social Worker, or be eligible for supervision towards licensure with approval from the Virginia Department of Health Professions or other relevant regulatory board. Maintain knowledge of current pertinent theory, literature, and resources; synthesize and transmit current knowledge to program participants and the community at large.

## **VI. Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- **Interpersonal Skills**  
Maintains confidentiality; keeps emotions under control; and remains open to others' ideas
- **Oral Communication**  
Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; and participates in meetings
- **Written Communication**  
Writes clearly and informatively; edits work for spelling and grammar; and is able to read and interpret written information

- Teamwork  
Balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; and supports everyone's efforts to succeed
- Ethics  
Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; and upholds organizational values
- Planning/Organizing  
Prioritizes and plans work activities; uses time efficiently; sets goals and objectives; and develops realistic action plans
- Professionalism  
Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; and follows through on commitments
- Quality  
Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; and monitors own work to ensure quality
- Adaptability  
Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; and able to deal with frequent change, delays, or unexpected events
- Attendance/Punctuality  
Is consistently at work and on time; ensures work responsibilities are covered when absent; and arrives at meetings and appointments on time
- Dependability  
Commits to long hours of work when necessary to reach goals; and completes tasks on time or notifies appropriate person with an alternate plan
- Initiative  
Volunteers readily; undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; and asks for and offers help when needed

This service is supported using grants funds. If grant funds are not provided to the Children's Advocacy Programs of the Blue Ridge, Inc., through a contract this position may be discontinued.

*Note: This job description indicates in general terms the type and level of work performed and responsibilities held by the employee. Duties described are not to be interpreted as being all-inclusive. A background check will be conducted prior to consideration of employment.*

6/2010; 6/2011, 6/2012, 3/2013, 4/2013, 5/2014, 12/2016