

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does Not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment.

Date: 4/1/2019 **Department:** Community Program (3995)
Title: CAC Mental Health Therapist (1126) **Reports To:** CAC Manager
(Grant Funded)
Pay Grade/Salary Range: PG- 113 \$44,239.20 - \$68,570.77 **Closing Date:** Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

To advocate on the Multi-Disciplinary Team for the child victim and non-offending caregivers; to provide on-going support to families who have experienced trauma related to child abuse and/or neglect; to provide crisis intervention services as needed; to provide mental health and group counseling services to families who become clients of the CAC or as referred by the MDT process.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Counsels children, adolescents or families in an individual or group setting regarding psychological or emotional problems as a result of physical, sexual, emotional abuse and/or domestic violence and develops and implements therapeutic treatment plans by performing the following duties.
- Provide a minimum of 62% direct services to victims and victim’s families impacted by sexual and physical abuse and family violence.
- Provide outpatient services at designated offices in Highlands County, FL as dictated by referral and be willing to travel to satellite offices.
- Offer varied assessment times and days during morning, afternoon, and evening.
- Complete clinical paperwork in a timely and professional manner as instructed in CAC program protocols, assessments to be completed in 30 days. Treatment plans completed within 45 days of assessment. Safety plan within 30 days of intake. Discharge within 30 days or last session.
- Complete all required statistical data collection and monthly reports in CAC database, CareNet.
- Maintain all client records according to agency standard.
- Provide testimony in court if properly followed under current licensing laws.
- Complete comprehensive biopsychosocial assessments and make appropriate recommendation.
- Participate in bi-weekly staff meetings as requested by CAC Manager.
- Ensure that each open case is clinically reviewed every three months.
- Complete at least 8 hours of continuing education in child abuse related issues, 2 hours specific to sexual abuse.
- Administers standardized assessment tools and reviews results of tests to evaluate client needs and discuss results with client and caregiver.
- Plans and administers abuse supported treatment.

- Changes method and degree of therapy when indicated by client reactions.
- Discusses progress toward goals with client and caretaker appropriately noting in clinical chart.
- Coordinates with CAC Family Advocates to refer client to supportive services to supplement treatment and counseling.
- Give presentations on Mental Health services and other related Child Abuse topics, to outside social service agencies, community organizations, schools and other groups as requested. Participate with the CAC and other social service agencies in conferences and meetings.
- Attend all MDT Case Review and other multidisciplinary staffing.
- Facilitates group counseling decisions when needed.
- Responds productively to change and performs all other related tasks as required and as directed.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Boards policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES:

- Skilled administrative abilities and be detail oriented.
- Possess excellent verbal and written communication skills.
- Ability to interpret, adapt, and apply guidelines and procedures.
- Ability to work independently and utilize initiative.
- Ability to be organized and to meet deadlines.
- Ability to continue personal competency through education, literature, seminars.
- Understanding of confidentiality of records and health information.
- Ability to work flexible hours when required.
- Ability to observe and report accurate functioning of individuals and families.
- Ability to make decisions in accordance with the rules, regulations and policies of the department.
- Ability to maintain effective working relationships with co-workers, supervisors, managers, directors, Elected Officials, vendors, and the general public.

PHYSICAL SKILLS:

Must be able to remain in a stationary position for 50% of the time. Must be able to frequently position self to reach files and other office items located on low shelves or the floor. Must be able to inspect and assess daily email and postal mail correspondence. Frequently communicates with the public, volunteers, youth, and co-workers. Must be able to exchange accurate information in these situations. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. Rarely moves materials and office equipment weighing up to 25 lbs. Constantly works in an indoor environment. Occasional home visiting may be required. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to four (4) hours continuously or intermittently.

MINIMUM QUALIFICATIONS:

1. EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Master's Degree in Mental Health Counseling or equivalent. At least two years of working with children who have been suspected of being sexually abused. Preferred case management experience. Bilingual preferred.

2. LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess and maintain a valid Florida Driver License. Licensed by the State of Florida as a Mental Health Counselor or equivalent. Preferred child welfare certification. Prefer TF-CBT certified

3. OTHER JOB RELATED REQUIREMENTS:

Disaster Essential.