



## ST. FRANCIS COUNSELING SERVICE

### JOB DESCRIPTION: BILINGUAL LICENSED THERAPIST

**Summary:** The Masters Level Therapist is responsible for providing evidence-based treatment within a non-profit in Southern Ocean County. The client population includes children, adults, and adolescents who are survivors of sexual violence trauma, victims of crime, or are looking for general mental health counseling in Ocean County.

**Responsibilities:** The position of Masters Level Therapist requires adherence to the mission statement and objectives of St. Francis Community Center as outlined in the Community Center Personnel Handbook and the Policies and Procedures Manual. The position of therapist shall include, but not be limited to the following responsibilities and functions:

- Provide individual, marital, group, family and crisis therapy at St. Francis Counseling Service main office or any of the satellite offices as designated by the Director of Counseling Service
- Provide intake coverage for the Counseling Service for a period of time determined by the Director of Counseling Service
- Provide written and comprehensive client records including, but not limited to, Client Activity Records, Progress Notes, Treatment Plan, Treatment Plan Reviews, Termination Summaries, and assessment and evaluation instruments on all clients seen by the therapist
- Obtain all written consent documents required by law including, but not limited to, Consent to Treat, Client Rights and Responsibilities, referral consent, Notice of Privacy Practices and Authorization to Disclose/Obtain Confidential Information
- Attend weekly staff meetings of the St. Francis Counseling Service and general staff meetings of the St. Francis Community Center as designated by the Community Center Administrator
- Attend weekly one-hour supervisory conferences with the Director or assigned supervisor
- Provide representation for the St. Francis Counseling Service at workshops, meetings and other community events approved by the Director
- In order to avoid a conflict of interest, professional staff are prohibited from engaging in private practice within the Counseling Service catchment area, i.e., southern Ocean County, Lacey Township south, while simultaneously employed by the Counseling Service
- Maintain an average weekly caseload as determined by the number of hours worked
- Complete timesheet accurately and hand in according to Payroll schedule. If you hours change once a timesheet is submitted, you must email Director and Human Resources. Register on Paylocity to view your pay
- Complete 40-hour Confidential Sexual Violence Advocate training (provided free by the agency)
- Volunteer for two hotline shifts per month

**Requirements:**

- Masters degree and New Jersey License in Social Work, Counseling, or related field
- Must be bilingual (fluent English/Spanish)

- Flexibility in working with wide range of diverse clients
- Ability to work productively with other staff and ability to inculcate St. Francis Community Center's philosophy into clinical practice
- Commitment to cultural competency and cultural humility and an understanding of oppression and trauma

**Salary:** \$25/hour

Open to applicants looking for per-diem, part-time, or full-time hours.

Clinical supervision is provided at no cost to the employee.

The option for sessions to be conducted virtually at the office or in-person.

St. Francis is an equal opportunity employer. Applicants from all races, age, gender, physical abilities, socioeconomic backgrounds, cultures and sexual orientations are encouraged to apply.

This is a grant-funded position.

Please send resume to Amy Bodine at [abodine@stfrancisbi.org](mailto:abodine@stfrancisbi.org).