



### *Job Description*

**TITLE:** Therapist  
**DEPARTMENT:** Direct Service  
**REPORTS TO:** Program Manager – Case Management (PM-CM)  
**WORK LOCATION:** Sheltering Wings, some remote work is possible  
**DIRECT REPORTS:** None  
**COMMITTEE INVOLVEMENT:** None  
**SALARY:** \$25.96 - \$30.77

**POSITION OBJECTIVES:** At Sheltering Wings (SW), our services for survivors escaping domestic abuse are reliant on a competent and compassionate staff, adaptable operations, and inclusive practices. The Therapist's primary responsibility is ensuring all residents are provided with therapeutic services. The Therapist provides assessments for all families and oversees development and continuation of portions of the individual plans of action. The Therapist is responsible for service coordination, continuation of assessments and planning, counseling including individual and group and works closely with case managers, advocates and crisis intervention/shelter assistants to ensure all available mental health services that clients need is provided. This role completes all required documentation and provides monthly reports of services for reporting purposes.

### **ROLES & RESPONSIBILITIES:**

#### Specific Duties

- Meets with residents on an as needed basis or as otherwise determined by the therapist and resident.
- Maintains thorough progress notes and case notes from each resident meeting.
- Collaborates with the team to discuss resident issues of concern, resident needs and plan for achievement of goals.
- Screens for psychoactive substance toxicity, intoxication, and withdrawal symptoms, aggression, or danger to others, potential for self-inflicted harm or suicide, and co-existing mental health problems or pathologic behaviors as appropriate.
- Facilitates therapeutic groups as assigned by the PM-CM and documents all groups required documentation immediately.
- Gathers and accesses all clinical and psychosocial indicators and applies appropriate recommendations based on readiness for treatment and change.
- Provides all required grant reports within allotted deadlines.
- Provides professional education and guidance to members of the shelter team and community as requested by the PM-CM.

### QUALIFICATIONS FOR THE POSITION

#### **Required:**

- Must be a Licensed Mental Health provider with 3+ years of experience working with adults and children.
- Must maintain required CEU's to remain current with development and training needs.
- Must keep license in good standing.
- Ability to travel occasionally overnight for conferences and/or special projects
- Prior experience working effectively with adults and children from various backgrounds, cultures, lifestyles, ages, religious beliefs and economic situations.
- Proven proficiency in all Office 365 Products and ability to learn new software.
- Excellent interpersonal skills (listening, coaching and leadership).
- Proven experience in a professional environment requiring organizational, computer, written and oral communication skills.
- Ability to multi-task, delegate and prioritize tasks.
- Must maintain composure and professionalism in highly stressful situations and balance multiple priorities effectively.
- Must have valid a valid driver's license and insurance approval to drive company vehicle.
- Honor SW Mission, Vision and Statement of Faith.

#### **OR**

- We will hire a Mental Health Therapist with a MSW working on the supervision for licensure

#### **Preferred but not required:**

- Prior Crisis Intervention experience
- Prior Art Therapy experience
- Play therapy certification
- Knowledge of city, state and federal domestic violence service systems, policies and issues
- Knowledge of domestic violence related issues and philosophy
- Understanding of the effects DV has on survivor's thoughts and behaviors
- Bilingual

The above description covers the most significant duties performed to fulfill the mission of SW but does not restrict leadership's right to assign or reassign other reasonable duties, responsibilities, or expectations to this job at any time, with or without advance notice. The information contained in the job description is for compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

**Physical Requirements of Position:**

Must be able to sit and stand for extended periods of time as well as have the ability to walk or move about the grounds of SW as needed. Must be able to operate a vehicle for travel to and from client and community meetings in Central Indiana, with access to provide own transportation. While performing the duties of this job, the employee is regularly required to communicate, converse with others, express oneself and exchange information.

**Equal Employment Opportunity Statement:**

SW is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

**Status:** Full-time Non-exempt  
**Approved by:** Board of Directors  
**Last Modified:** November 2023

I have read and understand all functions of my position here at SW and commit to fulfilling it to the best of my abilities. I can fulfill the above physical requirements of the position without reasonable accommodation. If reasonable accommodation is required, please document and present it to the Operations Manager.

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor/Manager Signature

\_\_\_\_\_  
 Date