

Job Title: Bilingual Therapist**Department: Programs**

Summary: The CEC bilingual (in Spanish) therapist provides supportive counseling and crisis management utilizing various therapeutic modalities to promote optimal health and emotional well-being for individuals who have experienced trauma. Bilingual in Spanish, required. PT & FT available.

Essential Duties and Responsibilities:

- Adheres to all CEC policies, procedures, and standard of conduct
- Adheres to all grant and funding requirements
- Adheres to confidentiality standards
- Demonstrates a devotion to CEC mission of *Changing lives by restoring hope and sharing God's love.*
- Completes required training to maintain licensures
- Provides professional and quality therapy to clients
- Contacts referrals in a timely manner and assists clients with intake process
- Educate the community regarding our counseling services and how they might collaborate with the CEC.
- The CEC therapist assists in the development and implementation of additional services provided by the agency to victims of crime.

Ongoing during Client's Participation in Counseling:

- Conducts a brief screening to assess potential client's eligibility for supportive counseling services based on grant requirements.
- Assess needs of the client.
- Schedule and conduct weekly or as needed sessions.
- Make necessary referrals to services either within the agency or in the community.
- Perform crisis intervention as needed.
- Screen and assess client for the appropriate therapy modalities and treatment.
- Communicate with the client regarding progress and need for additional services.
- Maintain strict confidentiality.
- Provides services in the client's preferred format—virtual or in-person.

Files/Reports:

- Maintain accurate and concise session notes.
- Complete monthly internal and external reporting and submit in a timely manner.
- Document all services in the agency data base.
- Maintain files in compliance with agency and credentialing requirements.

Other Required Duties:

- Participate in agency related trainings and staff meetings.
- Participate in agency client or fundraising events which may occur on a Saturday or evening several times per year.
- Assist in educating the community regarding our counseling services and how they might collaborate with the CEC.

Education/Experience:

Master's degree in social work, counseling, psychology, or a related field

Valid Texas licensure as an LPC, LCSW, or LMFT

Experience in working with those who have experienced trauma, low-income families and/or victims of domestic violence is preferred

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Bilingual in Spanish required.

Math Ability:

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft products including Word, Excel, Teams, Outlook; as well as basic internet and video conferencing programs.

Supervisory Responsibilities:

None

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of this job, the employee is frequently required to stand; walk; sit; reach with hands and arms and talk or hear.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.