



# EL CENTRO DE AMISTAD (ECDA)

## Job Description

Division/Department	<b>To Be Discussed</b>
Location	<b>San Fernando or Canoga Park</b>
Job Title	<b>Part-Time Hybrid Clinical Therapist (Bi-lingual)</b>
Reports to	<b>Clinical Supervisor</b>

Pay Range: \$64-\$67k	Type of position:	Hours <u>24 / week</u>
	<input type="checkbox"/> Full-time <input type="checkbox"/> Contractor	<input type="checkbox"/> Exempt
	<input checked="" type="checkbox"/> <b>Part-time</b> <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> <b>Nonexempt</b>

### GENERAL DESCRIPTION

Seeking a clinically sound, creative, flexible, motivated, and team-oriented Bi-lingual (Spanish/English) Clinical Therapist to provide therapeutic services. The position requires providing individual, family and group therapy/counseling and other clinical services within the office and field (e.g., consumer's home, school, or community) settings. Services to be conducted either virtually or face-to-face depending on the case. Must have excellent engagement, time management, computer, written and oral communication, and documentation/record keeping skills. Must be able to handle a large workload, work cohesively with other team members, adhere to deadlines and quality assurance reviews, and to follow the procedures and protocols of the Agency and Contractual Requirements. Attendance at Agency meetings and supervision are required. Other duties may be assigned as needed. **Position is to not exceed 24 hours per week.**

### WORK EXPERIENCE & JOB REQUIREMENTS

- Bilingual (English/Spanish) strongly desired.
- One year or more of mental health experience, working with child and family clients preferred.
- Must be able to conduct therapy/counseling sessions in the field (client's school, home, etc.) and in an office setting.
- Must manage time and cases effectively and turn in paperwork by deadlines and/or according to Supervisor's directives.
- Candidates must be culturally competent and sensitive.
- One year or more of experience with the Department of Mental Health's (DMH) paperwork and standards is preferred.
- This position requires you to learn and comply with Agency & contractual requirements, procedures and ethical standards, HIPAA laws and guidelines, and the Professional Code of Ethics of the BBSE of the State of California.
- Must be able to collaborate with Agency staff, other organizations, or contacts.
- Attendance at regular meetings and ability to present to the public required.
- Candidates must be computer literate and have excellent verbal and written clinical and presentation skills.
- Must have current California driver's license and access to automobile with liability insurance.
- Must pass HIPAA test/requirements.
- Department of Justice (DOJ) and TB clearance required prior to job employment.

### LICENSURE REQUIREMENTS

- Registered, Associate Clinical Social Worker, Associate Marriage & Family Therapist or MFT Trainee with current Graduate School Paperwork/Contract

### COMMENTS

Candidates must be able to work effectively with their team and Manager, demonstrate adaptability, and can accomplish program goals and objectives. Candidates should demonstrate empathy, courtesy, interest, and a willingness to adhere to safety rules, as well as computer, email, Internet, and dress code policies. Must have valid California driver's license and use of personal vehicle that has liability car insurance. Candidate will receive their required BBS supervisory ratio for client services provided.

The benefits of joining the ECDA team include vacation, sick leave, paid holidays, jury duty, and bereavement.

El Centro de Amistad provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, El Centro de Amistad complies with applicable state and local laws governing nondiscrimination in employment at every company location. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

El Centro specializes in trauma training and treatment and is contracted through the Department of Mental Health (DMH) and an approved Agency for *DMH Stipend Recipients*.

Email resumes to Angie Sanchez, [angie.s@ecda.org](mailto:angie.s@ecda.org)

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