



# Job Description

<b>Department:</b>	SAMHSA/DMH	<b>Location:</b>	All Locations
<b>Job Title:</b>	Child Therapist	<b>Reports to:</b>	IECMH Program Director
<b>Exempt/Non-Exempt:</b>	Exempt	<b>Revision Date:</b>	2/28/2025
<b>Position Type:</b>	Full-Time (40hrs/week)	<b>JD Approved by:</b>	Tania Fallert Del-Gatto
<b>Pay Range</b>	\$68,500 - \$74,000	<b>Apply at:</b>	<a href="mailto:Maria.w@ecda.org">Maria.w@ecda.org</a>

## Job Description

### Position Summary

The Bi-lingual (Spanish/English) Child Therapist will report to the IECMH Program Director and provides virtual, office and field-based mental health therapy, consultation, and training services. Staff will conduct reflective trainings and consultations with providers, staff, mental health professional, educators, partners, and consumers on Infant and Early Childhood Mental Health and other topics. Mental Health Therapy will be provided using evidence-based techniques and models. Staff will be required to present and attend in person functions and events to promote the program. Staff will coordinate linkage and referral services as necessary, have excellent time management, computer, communication, and documentation/record keeping skills. Staff 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, Department of Mental Health, Board of Behavioral Science Examiners and SAMHSA. Attendance at Agency meetings and supervision is required. Other duties may be assigned.

### Role and Responsibilities

- Ensures the physical safety and well-being of the children and families in the IECMH Program.
- Provides mental health and case management services to assigned cases.
- Provides virtual, office and field-based services based on the family's needs.
- Works with children, caretakers, and families to meet treatment needs and goals.
- Ability to screen, assess, evaluate and treat consumers with trauma, severe mental health issues or other complex issues required.
- Provides Infant and Early Childhood Mental Health Consultation to providers, educators, partners, and others.
- Plans, prepares, and conducts presentations to educators, staff, professionals, providers and the community on topics related to 0-5 and mental health.
- Attend in person functions and events to promote program.
- Attends supervision (individual and group), meetings, and events and be able to present within agency or in public.
- Must be able to communicate efficiently both verbally and orally and present in public.
- Works with caretakers to learn effective parenting skills and build attachment.
- Ability to consult and work with Department of Mental Health, Department of Child and Family Services, Regional Center, Medical Providers, etc. required.
- Collaborates and consults with other professionals, organizations, and staff.
- Coordinates linkage and referrals and follow-ups to ensure successful outcomes of identified needs.
- Documents and communicates clients' progress, strengths and needs in a timely and accurate manner.
- Manages time and cases efficiently and turns in paperwork, evaluations and outcome measures by deadlines.
- Complies with Agency Protocols and Procedures, HIPAA laws and guidelines, and the Professional Code of Ethics of the BBS of the State of California.
- Attends clinical supervision, assigned trainings and other meetings required.
- Team player and collaborates frequently with staff, supervisor, other organizations, contacts, etc.
- Is culturally competent and sensitive.
- Must believe in and act in accordance with Agency's and the program's mission statements.
- Ability to handle and assist with crisis situations.



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- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or
- assist with other tasks in addition to the duties listed on this job description.

## Qualifications and Education Requirements

- BBS Registered Licensed or Associate Marriage & Family Therapist or Licensed or Associate Clinical Social Worker
- Bilingual (English/Spanish) with excellent oral and written communication skills.
- Staff must be close to completing their BBS Hours.
- Staff must be familiar and knowledgeable in utilizing play therapy techniques with families.
- Knowledge of child abuse/neglect prevention.
- At least one year of experience with the community mental health paperwork and standards preferred.
- Must have great organizational skills, be detail oriented and a self-starter with the ability to multitask.
- The ideal candidate should be personable and have experience in the social services field with familiarity in the mental health field.
- Candidate needs to be motivated and able to communicate effectively, and efficiently, both verbally and in written format.
- Strong computer literacy including Microsoft Word, Excel, Access, Adobe PDF, Outlook, Google Drive, Internet, and other standard equipment.
- Must clear HIPAA certification, Department of Justice, and TB clearance.
- Must have a reliable vehicle/access to transportation, valid California driver's license, and be responsible for all liability on vehicle.

## Preferred Skills

- CPP, Infant Massage and DC 0-5 training preferred. Staff will be sent to trainings as needed.
- Knowledge and familiarity in utilizing play therapy techniques.

## Comment

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. Candidates will receive their required BBS supervisory ratio for client services provided.

The benefits of joining the ECDA team include health insurance, vision, dental, long-term disability, AD&D, life insurance, vacation, sick leave, paid holidays, jury duty, bereavement, and 401K matching.

All employees must demonstrate an understanding, patient, and receptive attitude toward individuals of varied age groups, behaviors, and varied disabilities. Employees must have the ability to maintain composure under stressful conditions. Staff must be able and willing to work with clients who have special needs and/or aggressive behaviors (i.e., biting, kicking, hitting, emotional outburst, etc.). Staff must have behavior management strategies and techniques relating to clients experiencing behavioral difficulties, positive behavioral interventions and applied behavioral analysis.

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.

## Acknowledgment

By signing below, I acknowledge that I have read and understand the position description for this position, including the working conditions listed below. I feel I am qualified to perform the position duties as described, including the physical and mental requirements as outlined.

By signing below, I feel I am qualified to perform the position duties as described with the following reasonable accommodations:



# Job Description

Employee Name:		Date:	
Employee Signature:			



# Job Description

<b>Physical Demands:</b>			
	FREQUENTLY	OCCASIONALLY	SELDOM
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carrying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Finger Movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Environmental Demands:</b>			
Outside:	Ability to spend 20% of work time outside		
Inside:	Ability to spend 80% of work time indoors		
Noise:	Ability to withstand moderate to high noise levels, including voice levels 90% of time		
Heat:	NA		
Cold:	NA		
Electric Equipment:	Ability to operate office equipment, computer, copier, and cellphones		
Work with Others:	100% of time spent working and interacting with team and other departments		
Reading	Ability to read at a college level		
Writing	Ability to write at a college level		

*Disclaimer:* The above statements are intended to describe the general nature and level of work being performed by staff members assigned to this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the staff member assigned to this job.

**To apply or any questions, please email Maria Williams at [maria.w@ecda.org](mailto:maria.w@ecda.org).**