



# Eastern Band of Cherokee Indians

## MENTAL HEALTH THERAPIST

### *Position Description*

<b>Program:</b>	Child Advocacy	<b>Reports to:</b>	Manager - Child Advocacy
<b>Division:</b>	Public Health & Human Services	<b>Position Number:</b>	910118502
<b>Classification:</b>	Exempt	<b>Revision Date:</b>	10/01/2022
<b>Pay Level:</b>	14	<b>Safety Sensitive:</b>	No

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EB CI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

### POSITION PURPOSE

To provide counseling to child victims, participating caregivers, teens, and adults for various issues related to a history of child maltreatment. Makes referrals and develops child maltreatment prevention programs.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Counsels participating caregivers of children with a history of maltreatment who are receiving services through Heart to Heart. The primary focus of therapy will be related to assisting participating caregivers whose child has been a victim of maltreatment.
- Utilizes evidence-based practices to assist participating caregivers of victims of maltreatment with the consequences of that maltreatment and strategies for overcoming obstacles, striving for long-term positive outcomes for those children.
- Develops effective relationship skills by teaching families to enjoy productive and nurturing relationships.
- Accomplishes this by utilizing individual and group counseling using evidence-based practices that may include but are not limited to cognitive therapy, behavioral therapy, trauma-focused/informed therapy techniques, solution-focused therapy techniques, parent-child interaction therapy, and other approaches as deemed appropriate.
- Develops skills needed to better carry out responsibilities such as how to parent or how to manage households.
- Provides a safe and child friendly atmosphere for child victims and participating caregivers.
- Interviews, provides treatment, education, resources, and referral services for child victims and their participating caregivers.
- Provides individual, group, and participating caregiver therapy to victims.
- Coordinates referrals for adolescent perpetrators for appropriate treatment.
- Participates and assists with meetings related to job responsibilities such as Multidisciplinary Team meetings, Family Preservation/Family Support, Child Family Team, etc.
- Secures and presents to the public and for professional use, the latest information related to child maltreatment techniques, and methodology.
- Develops parent-focused child maltreatment prevention programs.
- Prepares and maintains electronic files containing client records, therapy notes, client intake, number of contacts, ages, and etc.
- Prepares monthly report of activities for Program Manager and other pertinent program staff as appropriate.
- Provides team support by sponsoring participating caregiver support group and outings to assist with behavioral concerns of clients and families that is a direct result of the trauma experienced by the client.
- Provides family unit therapy, to promote positive parenting skills and healthy relationships.

## Position Description

- Provides education and training on child maltreatment, dating violence, and domestic violence. Develops resources for professionals, as well as the public.
- Assists in maintaining the Child Advocacy Center National Accreditation Standards.
- Other duties as assigned by Program Manager or other relevant staff in supervisory role
- Performs duties according to established safety procedures and tribal policy.
- **Scope of Supervision:**

This position is supervised by program leadership. This position is not responsible for supervising others.

### MINIMUM MANDATORY QUALIFICATIONS

<b>Experience:</b>	Two (2) years of related experience required. Experience to include 2 years in counseling and 1 year working with victims of violence.
<b>Education:</b>	Master's Degree in the human services field (Ex: Counseling, Social Work, Psychology) is required..
<b>Licenses &amp; Certifications:</b>	Valid, insurable NC Driver's License required. Also must be fully licensed in the State of North Carolina to perform therapeutic services (Ex. LPC, LMHC, LCPC, LMHP, LCSW). Must have continuing education, remain current in field, maintain good standing with the applicable licensing board, and renew license.

### KNOWLEDGE, SKILLS, & ABILITIES

#### Key Job Knowledge:

- Must have the knowledge and understanding of counseling theories and values and the skill needed to apply them to patients as needed.
- Must have the ability to know when to refer and the proper professional and method of treatment. Must possess and adhere to the highest of ethics and practices.
- Must possess networking skills. Must be able to develop programs and present them to various groups.
- Must have the ability to supervise the work and productivity of others.
- Must have the ability to develop and track case management studies.
- Must be able to prepare and present reports.
- Must possess communication skills both verbal and written.
- Must be able to develop trust of clients (victims) and their participating caregivers.
- Must have continuing education classes in this field to develop new skills, remain current, and meet the accreditation standards.
- Must also have a good standing and be able to provide expert testimony in the courtroom setting if needed for clients and their participating caregivers.

#### Safety/Accuracy Focus:

Errors in judgment of treatment or diagnosis of a problem could result in long term problems or negative results. More significant lapses in accuracy will have severe consequences if handled inappropriately or ineffectively.

#### Key Relationships:

Internal contacts occur on a routine basis with all department personnel. External contacts include clients, participating caregivers, other professionals, Tribal officials, and others. All contacts are for the purpose of exchanging or providing information and enlisting or providing support and require a high degree of tact, diplomacy, and professional decorum. Rapport with clients and their participating caregivers must be established with the utmost sensitivity and understanding.

#### Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. Routinely follows well defined policies and procedures. Resourcefulness and initiative are required when working with clients to try to gain their confidence and to try to understand their problems.

## Position Description

### Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Has access to client files, family files, and other information which requires confidentiality. Must adhere to all Tribal confidentiality policies and procedures.

### Complexity of Duties:

This position includes completing tasks of varying complexity levels.

### PREFERRED QUALIFICATIONS

No other preferred qualifications.

### WORK ENVIRONMENT

**Work Environment:** Work is performed in a comfortable office setting with a play area for smaller children.

**Mental/Visual/  
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Mental effort while dealing with a client is very high; preparation of notes, letters, and documents and sharing information with other professionals requires concentration. Must be able to see clients' reactions to certain stimuli. Requires the ability to speak, hear, sit, stand, walk, stoop, bend, and reach with arms and hands.

### OTHER

**Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

**Background Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

**Drug Screening:** All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

# MENTAL HEALTH THERAPIST

## Position Description

### ACKNOWLEDGMENT

I have reviewed the content of the **Mental Health Therapist** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

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*Employee (printed name)*

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*Employee (signature)*

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*Date*

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*Supervisor (printed name)*

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*Supervisor (signature)*

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*Date*