

**Solace Crisis Treatment Center
Job Description**

Position: Psychotherapist

Hours: 36 Exempt

Salary: Starting range- \$19.50 - \$23.00 -D.O.E. plus, comprehensive benefits and generous PTO

Deadline: Open until filled.

Reports to: Assistant Director, Clinical and Programs

Location: Santa Fe, NM

WHO WE ARE:

Solace Crisis Treatment Center has been restoring strength for over 45 years. Our Center provides a safe place to receive evidence-based services including therapy for post-traumatic stress and anxiety disorders, victim advocacy and primary prevention programs. Solace changed its name from the Santa Fe Rape Crisis and Trauma Treatment Center in October 2010, to ensure there were no barriers to receiving services. Because of that name change Solace provides more safety and more privacy and confidentiality than ever before. We also received national accreditation from the National Children's Alliance as a family advocacy center for children and their families in cases of abuse, neglect or the witnessing of violent crime.

We employ staff members within three departments – Clinical, Family Advocacy and Education and Prevention. The three departments work closely together in response to crime victimization, child abuse, and other traumatic and tragic events such as: fatal accidents, homicides, returning from military service, human trafficking and a myriad of other overwhelming adversities that beset individuals, families and the community. For example, a prevention specialist may elicit a disclosure of abuse from an elementary school student. A Solace advocate and forensic interviewer might then assist the family during the investigative process, and finally Solace counselors might help the child as well as distressed parents for symptoms related to the abuse.

Solace serves Santa Fe, Rio Arriba and Los Alamos Counties and central northern New Mexico. We serve individuals from San Ildefonso, Nambe, Tesuque and Santo Domingo pueblos.

Position Summary: The primary role of the psychotherapist is to provide psychotherapy to adults and children who have experienced trauma. Cognitive Behavioral Therapy is the primary treatment provided along with adjunctive therapies such as EMDR, EFT, Hypnosis, somatic techniques, art therapy, or Brainspotting. The bilingual clinician is expected to participate in or assist with outreach, educational and networking in the Spanish-speaking communities.

DUTIES AND RESPONSIBILITIES:

Clinical:

- Provide direct service, including individual therapy.
- Provide emergency/crisis intervention.
- Provide referral services as needed.
- Maintain all client data and up-to-date records and evaluations in compliance with professional standards.
- Provide triage on-call on designated days and as needed.

- Complete triage assessments as assigned.
- Adhere to crisis stabilization model as defined in Clinical Manual.

Supervision:

- Participate in clinical supervision weekly or as required by Assistant Director, Clinical and Programs.
- Seek additional supervision when necessary.
- Participate in staff development training.
- Participate in job/performance review.

Meetings:

- Participate in weekly treatment team meetings.
- Attend monthly general staff meetings.
- Participate in weekly clinical meetings.
- Attend Board meetings as required.
- Participate in inter-agency case management.
- Participate in internal and community presentations.

Records:

- Maintain client files in accordance with Agency policy and procedures.
- Comply with state and federal privacy & security standards such as HIPAA.
- Submit monthly statistical recap forms in timely fashion.
- Submit time sheets every two weeks.
- Prepare appropriate records and reports for other agencies upon request.
- Submit billing & encounter data according to schedule.

Training:

- Participate in program planning (including program retreats).
- Provide training to advocacy volunteers and others as requested.
- Participate in in-house training and self-learning.
- Continue to enhance proficiency in CBT and other relevant professional techniques.
- Comply with agency procedures for approval of professional development time off and/or reimbursement procedures.
- Provide agency with updated licensure and CEU information.

General Duties:

- Adhere to policies and procedures of Solace Crisis Treatment Center
- Perform all duties as required by the Assistant Director, Clinical and Programs, Assistant Clinical Manager or Executive Director.
- Provide support and coverage for co-workers as requested including clinical and administrative tasks.
- Maintain and provide proof of auto insurance as use of personal vehicle required for essential job functions.
- Obtain National Provider Identification Number.
- Cooperate and assist in credentialing, auditing, or other administrative processes as required by Solace.

REQUIRED QUALIFICATIONS:

- Master's Degree in counseling, social work or related field.
- NM Licensure as LMHC, LPC, LPCC, LMSW, LISW, or LMFT.
- Trauma treatment and Cognitive Behavioral Therapy experience or training.
- Ability to maintain client confidentiality.
- Working knowledge of clinical, legal, and social aspects of the program.
- Ability to work under pressure in crisis situations.
- Ability to function as a cooperative team player.
- Ability to conduct professional clinical assessments and evaluations.
- Ability to abide by all mandatory reporting statutes.
- Ability to work with clients from a variety of cultural and socio-economic backgrounds.
- Ability to hold confidential information, use good judgment, and exercise awareness of other people's needs.
- Ability to serve clients with compassion, a belief that they are the experts in their own healing, and with strong professional boundaries.
- Access to reliable transportation.
- Bilingual preferred.

DESIRED QUALIFICATIONS:

- You are excited about working with a team, and believe in honest communication between colleagues.
- You enjoy creative problem solving.
- You value community collaboration and building relationships across agencies.
- You value self-care, and know how to put that value into practice.
- You are detail-oriented, and pride yourself on managing multiple tasks without letting things fall through the cracks.

TO APPLY:

Interested candidates should email a letter of interest, resume, and three professional references to the Julie Madrid Assistant Director, Clinical and Programs @ jmadrid@findsolace.org

Solace is an equal opportunity employer.