



## Care House Job Description Therapist/Family Advocate

**Job Title: Therapist/Family Advocate**  
**Supervisor: Care House Program Director**

**Last Revision Date: September 1, 2023**  
**Salary Range: \$52,000 - \$58,000**

**Job classification and status:** The Care House Therapist/Family Advocate is an exempt, grant-funded position and can be terminated with or without cause. The position requires 40 hours per week of crime victim support services with flexibility in scheduling, including the ability to work until 7pm two to three days per week and occasionally on weekends. This position is contingent upon continued grant funding. This position is under the supervision of the Care House Program Director.

**Therapist:** Provides counseling duties as assigned up to 20 - 25 contact hours per week, including:

1. Builds therapeutic alliance with client and non-offending caregivers.
2. Assesses client/family needs using appropriate assessment methods.
3. Develops treatment plans using client-directed treatment planning and evidence based practice interventions.
4. Provides a confidential, safe environment to deliver evidence based practice interventions.
5. Reviews treatment plans to track progress towards goals and the possible need for revisions.
6. Provides aftercare planning.
7. Keeps accurate records of counseling sessions, including chart and case notes and make needed revisions in a timely manner.
8. Facilitates Support and Treatment Groups
9. Works with groups of all ages, both therapeutically and supportive.
10. Gathers information about community mental health needs and community resources that could be used in conjunction with therapy.
11. Attends weekly therapeutic supervisory sessions.
12. Attends ongoing training to increase skills and knowledge in order to maintain competency.
13. Provides follow-up advocacy services to therapeutic clients, while clients are in your care.
14. Consistently demonstrates professional behaviors and leadership skills that are in support of the mission of Care House and serves as an advocate for the agency and its clients to support and promote quality standards for child abuse investigations in Macomb County.

**Family Advocate:** Provides advocacy and support services to clients as needed, including:

1. Provides crisis counseling and intervention services to families.
2. Provides information regarding dynamics of abuse and the multidisciplinary response
3. Provides updates to families by tracking the case from inception to end. Maintain contact with MDT for case status and follow-up with families to advise them of their case status.
4. Provides assistance to families in accessing/obtaining victim's rights as outlined by law
5. Works closely with families to assure that all materials explaining victim's rights are available and understood. Assists with Crime Victim Compensation forms as needed and make calls on the family's behalf to obtain information and resources they need or request.

6. Provides families with court education and support.
7. Assists with access to treatment and other services. Care House, through its many community linkages, assists families in accessing mental health or medical services, protective orders, housing, public assistance, domestic violence intervention, transportation, etc.
8. Makes follow-up contacts with families. A regular schedule of follow-up phone contact with clients at 2/4 weeks and again at 6 months is in place and followed on each case.
9. Attends monthly Case Review meetings as part of the MDT.
10. Provides community outreach as needed.
11. Maintains cross-cultural awareness in the performance of all duties.

**Other Responsibilities:**

1. Under the direction of the Program Director, the Therapist/Family Advocate may provide supervision for Advanced Placement Graduate Interns in counseling, social work and family advocacy.
2. The Therapist/Family Advocate will adhere to the professional ethics established by the National Association of Social Workers. (NASW) or American Counseling Association (ACA) in their Code of Ethics, keep their license current and in good standing. They will attend, at minimum, the required number of Continuing Education Hours (CEU'S) and provide verification of attendance.
3. The Therapist/Family Advocate will adhere to the policies outlined in the Care House Policy and Procedure Manual and the Care House Employee Manual.
4. The Therapist/Family Advocate will participate in staff and program meetings, public speaking engagements, collaborative activities and other duties as assigned.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Master's degree in social work, counseling or psychology or related field with current licensure
- Previous experience in providing social work/legal/advocacy services in a community setting
- Strong communication and interpersonal skills to effectively interact with individuals of diverse backgrounds, cultures and experiences
- An ability to work independently and also function cohesively as part of a team
- Superior writing and computer skills to complete forms, reports and other written materials
- Must be able to deal with a variety of emotions under stressful situations and be able to deal with people who may be very upset. Emotional stability and personal maturity are essential.
- Adequate knowledge of the Michigan Child Protection Act
- Ability to maintain strict confidentiality

**Other Requirements:**

The physical environment is an office building. The position requires the ability to sit at a desk, work on a computer and do some light lifting. Employees must be able to deal with a variety of emotions under stressful situations and be able to deal with people who may be very upset. Emotional stability and personal maturity are essential. All Care House employees must have no criminal convictions (felonies/crimes) of child abuse/neglect or violent crimes and no listing as a perpetrator on the Department of Health and Human Services Central Registry.

**The above job description is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job. Employees are occasionally required to participate in activities outside of normal business hours.**

**Note:** All employment relationships with Care House are of an at-will nature, may be terminated at any time, with or without cause, and with or without notice. Nothing in any job description, employment agreement, personnel policy or future evaluation shall alter the at-will nature of this employment nature.

*The Macomb County Child Advocacy Center, Inc./Care House is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions, such as recruitment, hiring, training, promotion, transfer, layoff, recall, compensation and benefits, discipline, termination, and education, recreational, and social programs are administered without regard to sexual orientation, race, color, sex, religion, national origin, citizenship status, age, disability status, opposition or participation activity protected by applicable law, or membership or application for membership in a uniformed service. Employment decisions, subject to legitimate business requirements of Care House, are based solely on an individual's qualifications, merit and performance.*