



Position Description Mental Health Therapist

Title: Mental Health Therapist	FLSA: Non-Exempt
Wage Range: 51	Reports To: Monarch Clinical Supervisor
Last Update: October 2025	Type: Full Time/Part Time

Summary:

The Mental Health Therapist, as part of the multidisciplinary team at the Monarch Children's Advocacy Center, provides child victims and their families a place where they can access the help they need to heal emotionally and physically from abuse. This position is responsible for providing diagnostic assessments, therapy, counseling, and support services for a diverse caseload.

Typical Work:

- Conduct intake and initial interviews with clients.
- Administer and interpret standardized measures as appropriate.
- Determine appropriateness for treatment in the current setting.
- Develop individualized treatment plans.
- Provide therapeutic interventions.
- Develop rapport with clients to foster trust.
- Assist individuals in planning ways to meet their stated needs.
- Make referrals and appropriate linkages to necessary services.
- Monitor and follow up on therapeutic processes, including ongoing assessment, treatment plan modification, termination/transfer summaries, and referrals of needs and services.
- Collaborate with involved systems and providers as appropriate and requested by clients.
- Network with other local community organizations, schools, services, agencies, and businesses advocating for individual clients, as well as the needs of our clientele.
- Prepare monthly reports including statistical data.
- Participate in weekly supervision with the Clinical Supervisor.
- Participate in weekly Clinical Consults with intern therapists and the Clinical Supervisor
- Participate in weekly group supervision when active in providing group therapy services.
- Participate in multi-disciplinary case staffing as appropriate.
- Mentor intern therapists.
- Assist in Clinic organization.
- Maintain client records on an ongoing basis.
- Prepare reports and written communications as needed and appropriate.
- Maintain current knowledge of mental health trauma treatment.

Education & Experience:

- M.S. in Counseling, Social Work, or equivalent.
- Experience providing sexual abuse therapy to children, families, and adult survivors.
- Demonstrate qualifications to serve as an approved Office of Crime Victims Advocacy mental health therapist.
- Experience with record management processes and procedures.
- Experience with low-income people and diverse populations.
- Experience with dysfunctional individuals/families, families in crisis, and victims of abuse.

Required Requirements:

- Washington State Driver's License
- Current Mental Health Counseling Certificate from the Washington State Department of Health.

Knowledge and Abilities:

Knowledge in the following areas:

- Therapeutic mental health interventions for children, adults, families, and groups.
- Sexual abuse/trauma- specific empirically based therapeutic practices.
- Culturally competent therapeutic interventions.
- Client intake and assessment.
- The dynamics of sexual violence and socio-political oppression.
- Community resources.
- Family dynamics and signs of emotional and/or physical abuse/neglect of children.
- Crisis intervention and problem-solving techniques.
- Basic record management processes and procedures.

Ability to:

- Identify and address impact of sexual abuse.
- Maintain confidentiality and conduct self in an ethical and professional manner.

Decision Making:

- Able to analyze, evaluate, and synthesize information is essential for making informed decisions.
- Able to think creatively to identify unique and effective choices.

Time Management:

- Proficient in time management techniques to consistently meet deadlines.

Organization:

- Efficiently organize assignments, establish priorities, and manage workloads independently.

Communication:

- Uses active listening techniques by listening attentively to others, considering their input, and asking clarifying questions can lead to better-informed decisions in group settings.
- Demonstrated ability to communicate and effectively interact with people across cultures, ranges of ability, genders, ethnicities, and races.
- Work cooperatively and exchange information with other individuals, organizations, and agencies as appropriate.

Adaptability:

- Understanding of adapting to changing work environments. Prioritize tasks and adapt quickly to evolving organizational needs, ensuring efficient task completion.
- Handle crises.

Emotional Intelligence:

- Understanding your own emotions, biases, and preferences is crucial for making unbiased decisions.
- Recognizing and understanding the emotions and perspectives of others is essential, especially in interpersonal and group decision-making contexts.
- The ability to manage your emotions and stay calm under pressure is important for making rational decisions.

DEI (Diversity, Equity, and Inclusion):

- Ability to work with efficiency and flexibility, with a commitment to developing equitable and supportive team practices that promote team members health, wellbeing, and sustainability.
- Engage in training, conversations, and operationalize equity, diversity and inclusion within the programs and teams.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Be able to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Able to constantly operate a computer and other office productivity machinery like copiers and computer printers.
- Able to communicate verbally and in writing with others.

Benefits

CACLMT offers an excellent benefit package of medical, dental, vision, life insurance, long-term disability and a 401(k) for employees who work 20 or more hours per week. CACLMT has paid time off benefits include, 11 paid holidays, generous vacations up to 120 hours per year, and sick leave accrual up to 10 hours per month with a carryover of up to 520 hours.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment includes an office environment which is usually quiet.

The statements contained in this position outline reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other related duties as assigned including work in other areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Acknowledgment

I have read the above job description and understand the requirements. I have the ability to perform all of the functions listed above with, or without reasonable accommodation. Furthermore, I understand that this is not to be construed as an employment contract. I acknowledged having received a copy of this job description.

Employee Signature

Date