



## JOB DESCRIPTION

**POSITION TITLE:** Clinical Intake Specialist & Therapist

### JOB RELATIONSHIPS:

Reports to: Clinical Supervisor  
Supervised by: Clinical Supervisor  
Personnel supervised: Student interns  
Interrelationships: Alliance For Children staff, Department of Family and Protective Services staff, law enforcement staff, Tarrant County District Attorney's Office staff, Cook Children's Medical staff, community agencies, volunteers, children and families.

### Summary:

The Clinical Intake Specialist & Therapist will be responsible for scheduling appointments, completing intakes, and making clinical recommendations regarding onsite group or individual counseling. This role is also responsible for providing counseling services to child abuse victims at their designated facility under general supervision of the Clinical Supervisor.

### Job Duties/Essential Functions:

- Responsible for contacting and scheduling client appointments within a timely manner according to program guidelines.
- Review client referrals and conduct initial intake to assure appropriate clinical recommendation.
- Responsible for timely client documentation.
- Assist Clinical Supervisor in the ongoing development of the intake process as needed.
- Participate in bimonthly multidisciplinary team meetings.
- Attend quarterly agency staff meetings and program meetings.
- Provide Trauma Focused-Cognitive Behavior Therapy (TF-CBT) as appropriate.
- Provide trauma-informed individual counseling to clients.
- Supervise student interns on an as needed basis.
- Lead or substitute for group counseling on an as needed basis.
- Other job duties as requested by immediate supervisor, Director of Clinical Services, or Executive Director.

### Knowledge/Skills/Abilities:

- Master's degree in social work, counseling or related field: LCSW, LPC, LMFT preferred.
- Bilingual Spanish/English required.
- Trained in TF-CBT and/or be knowledgeable of other evidence based modalities.
- Must possess strong communication and documentation skills.
- Experience working with child abuse victims in a clinical setting highly preferred.
- Must have valid driver's license and proof of liability insurance.
- Must successfully complete criminal and civil background checks.

- Able to maintain confidentiality and present in a positive, professional manner at all times.
- Able to maintain composure and professionalism under pressure.
- Regular and reliable attendance.
- Personal qualities of integrity, credibility, and dedication to the mission of Alliance For Children.

**Physical Requirements:**

Able to sit, walk, stand, bend, squat, kneel and twist on an intermittent and sometimes continuous basis. Able to grasp, push, pull objects such as files, file cabinet drawers and reach overhead. Able to operate a telephone and computer. Able to lift up to 20 lbs. Moderate independent travel by private auto required.