



Job Description: Therapist (Full-Time)

Summary:

This position reports directly to the Child and Family Services Director and is responsible for providing clinical services for child victims of sexual abuse, physical abuse and child witnesses of crime and their non-offending care givers. The Therapist provides clinical services using a variety of CAC approved, trauma-focused and evidence-based modalities while maintaining confidentiality. The Therapist is responsible for an assigned caseload of clients, case management and for maintaining accurate and timely records for required documentation and reporting.

Responsibilities/Duties:

- Conduct intake, psychosocial and extended assessments as needed.
- Provide direct clinical services for clients and their families.
- Consult with appropriate CAC staff and partner agencies staff regarding client concerns and needs.
- Maintain client confidentiality at all times, follows HIPPA laws and the CAC policies and procedures.
- Participate in weekly CPIT case review, sharing relevant information while protecting the clients' rights to confidentiality, and serving as a clinical consultant to CPIT on issues relevant to child trauma and evidence-based treatment.
- Attends CAC staff meetings; and clinical staff meetings to plan and review client status and assess effectiveness of services
- Schedule appointments and provide follow-ups for missed appointments
- Maintains accurate, thorough and timely documentation of client services records as required.
- Enter client data into NCA Trak system
- Prepare and submit required summaries and reports, including VOCA activity logs, in accordance with confidentiality protocols.
- Provide client crisis response and intervention as necessary.
- Work with Victim Advocates to refer clients to appropriate community services and resources

Performs other duties as assigned

Classification: Exempt

Salary: Starting salary is \$50,000, with compensation adjusted based on experience and licensure status.

Qualifications:

- Master's degree in social work or counseling from an accredited program with 3 to 5 years of social work or counseling experience that includes providing therapy to children.
- Must be on clinical licensure path. Highest level of state licensure preferred.
- Working knowledge of child physical and sexual abuse and its impact on children and families and relevant counseling experience.
- Ability to communicate with a wide range of children and families from different cultural backgrounds.
- Trauma Focused-Cognitive Behavioral Treatment (TF-CBT) and Eye Movement Desensitization and Reprocessing (EDMR) training and experience preferred.
- Ability to manage multiple tasks and be detail oriented.
- Possess exceptional interpersonal skills.
- Fluency in Spanish and English preferred.
- Demonstrated computer experience with word processing or varied software required.

Training Requirements:

- A minimum 12-hours In-service training is required
- Attendance at conferences and workshops may be Included as part of the 12-hour minimum

- Six hours of annual training must be provided by sources outside of the agency
- Additional training may be required by department or depending upon position requirements

Benefits of working for the CAC:

- Employer paid health, dental and vision insurance premiums
- Employer paid life and AD&D insurance
- Employer paid short term disability insurance
- Generous paid time off policy (6.85 hours accrue per pay period)
- 13 paid holidays plus floating holiday
- Paid parental leave
- 403(b) and 403(b) company match up to 3% after 1 year of employment
- Employee assistance program
- Financial support for professional development

Supervisor: Child & Family Services Director

Applications will be accepted until **April 30, 2026**, or when final candidates are identified. Send cover letter, resume and list of 3 professional references to apply@MemphisCAC.org with the **subject line: Therapist.**

The Memphis Child Advocacy Center serves children who are victims of sexual and physical abuse through prevention, intervention, and education. Our vision is a community where children are safe, families are strong, and victims become children again.

The Memphis Child Advocacy Center is an equal opportunity/equal access employer.