



**Young Women's Resource Center  
818 5th Ave Des Moines, IA 50309**

**Position Title:** Therapist  
**Supervisor:** Program Director  
**Job Status:** Full-time/Exempt

**Summary of Position:**

The Therapist delivers therapeutic services to young women ages 10-21 in local schools and at the YWRC. The Therapist reports to the Program Director.

The Therapist will work closely with:

- YWRC Program Director
- YWRC Staff
- YWRC Partners and Collaborators

**Essential Job Functions:**

**Coordination**

- Maintain awareness of community resources and make referrals as necessary.
- Effectively communicate with collaborators (school personnel, case managers, etc.).

**Facilitation**

- Provide individual counseling to young women at the YWRC, schools, and community organizations.
- Plan for and facilitate specialized support groups at the YWRC and in schools.
- Maintain client files and complete all necessary paperwork with clients.
- Adhere to professional code of ethics.
- Attend client-related proceedings required by law.
- Advocate for clients in team meetings as appropriate
- Maintain confidentiality.

**Reporting**

- Collect all necessary paperwork from clients.
- Enter client information into Efforts to Outcomes (ETO) database.
- Track and submit required materials for billing.
- Report suspected child abuse to Department of Human Services.



### **Additional Activity**

- Stay current on trends and best practices related to young women.
- Meet Continuing Education requirements as specified to maintain licensure.
- Meet regularly with Program Director.
- Attend monthly Collaborative Team Meetings.

### **Knowledge, Skills, and Abilities:**

- Master's Degree in Social Work or Mental Health
- Independent Licensure (LISW or LMHC)
- Two or more years of experience working with youth.
- Possess proficient computer skills.
- Strong interpersonal, communication and relationship building skills.
- Organized.
- Flexible.
- Creative and energetic.
- Accepting of all clients.
- Valid driver's license and automobile insurance.
- Ability to obtain mandatory reporter certification within 30 days of hire.
- Ability to obtain CPR/First Aid certification within 30 days of hire.

### **Preferred but not required skills:**

- Experience with billing insurance.
- Bilingual (Spanish and English).
- Experience in working with women.
- Background in women's studies/knowledge of women's issues.
- Experience in group facilitation.

### **Behavioral Expectations/Accountabilities:**

- Place the individuals we serve and the quality of our service first.
- Insist on excellence. Be accountable to one another. Be on time. Meet deadlines. Maintain the highest standards of honesty, integrity, and communication. Assume positive intent.
- Set a good example. Maintain a positive attitude, be proactive, take ownership and be accountable for your actions.
- Treat others with respect and dignity. Embrace diversity and inclusion throughout the organization including co-workers, volunteers, clients, board members and vendors.
- Participate. Tactfully and constructively share your thoughts and ideas.
- Take initiative. Go above and beyond. Look for ways to add value.

- Build group cohesiveness and pride through teamwork. Give ideas a hearing. Look for what's right instead of concentrating on what's wrong. When interpersonal issues arise talk directly to the individual. Do not discuss it with everyone else and spread discontent. Know when and how to apologize when something goes wrong. Focus on solutions, not blame.
- Maintain clear client boundaries around intimate relationships, the pursuit of personal benefit, emotional and dependency needs, altruistic gestures, and responses to unanticipated circumstances in order to ensure professional integrity.
- Support YWRC's mission, vision, and values. Demonstrate confidence in YWRC throughout the community.

### **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 essential job functions.

- Ability to sit and move around the work area.
- Finger dexterity.
- Repetitive motion of wrists, hands, and/or fingers.
- Lift, carry, push, pull, or otherwise move objects up to 25 lbs.
- Close vision to read computer screen and documents.
- Speech and hearing to communicate with co-workers, clients, volunteers, board members and vendors.
- Ability to drive a vehicle/ provide proof of driver's license and vehicle insurance.
- Dependable attendance required – must be reliable and punctual.

### **Environmental Concerns:**

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 essential job functions.

- YWRC is a tobacco-free building.
- Work is in an office environment.
- The noise level is usually moderate.
- Occasional attendance at evening and weekend functions is required.
- Infrequent overnight travel is required.