

## Bilingual Pre-Licensed Therapist Job Description

<b>Position Title:</b> Bilingual Spanish Pre-Licensed Therapist	<b>Reports to:</b> Clinical Director – contact Sophii 949-482-0527
<b>FLSA Status:</b> Non-Exempt	<b>Work Schedule:</b> Monday – Friday, 8 am - 5 pm, occasional evenings and weekends
<b>Pay Range:</b> \$29 - \$32 per hour	<b>Department:</b> Clinical Services
<b>Position Summary:</b> Reporting to the Clinical Director, the Bilingual Pre-Licensed Therapist will have responsibility for providing mental health therapy at the Wellness & Prevention Center Clinical sites. The Bilingual Pre-Licensed Therapist will initially develop deep knowledge of the field, core clinical programs, and operating procedures.	
<b><u>Essential Functions/Responsibilities</u></b> <ul style="list-style-type: none"> <li>• Provides mental health therapy for individuals, families, and groups as needed to meet the needs of the community and requirements of funders under the supervision of the Clinical Director.</li> <li>• Proficient in various therapeutic techniques including Cognitive Behavioral Therapy, Motivational Interviewing, Mindfulness Based techniques, and Psychoeducation.</li> <li>• Follows established behavioral therapeutic protocol and procedures, such as mandated reporting, confidentiality, and professional ethics.</li> <li>• Develops deep knowledge of required documentation and data tracking to maintain compliance with funding sources, including any contracted healthcare agencies.</li> <li>• Partners with the Prevention Director and Clinical Director to plan and coordinate community and school-based education and awareness events, media campaigns, and community/parent outreach, using cross cultural competence to ensure the needs of stakeholders are met.</li> <li>• Participates in professional development, group training, and team-building activities.</li> <li>• Participates in outside events and outreach initiatives, as requested.</li> <li>• Ensures ongoing local programmatic excellence through communications, documentation, and data tracking.</li> <li>• Contributes expertise, support, and feedback to other clinicians and graduate students in clinical team meetings.</li> <li>• Ability to get to work on time.</li> <li>• Ability to follow directions.</li> <li>• Ability to effectively interact with coworkers.</li> <li>• Ability to understand and follow work rules and procedures.</li> <li>• Ability to accept constructive feedback.</li> <li>• Performs other duties as assigned by the WPC Executive Director and other WPC directors.</li> </ul>	
<b><u>Education and/or Experience Required</u></b> <ul style="list-style-type: none"> <li>• Must have an advanced degree in a mental health field.</li> <li>• Must have and maintain Associates status with the State of California Board of Behavioral Sciences.</li> <li>• Must be bilingual in English and Spanish.</li> <li>• Must be committed to, and passionate about, the WPC mission of helping youth and families lead healthy lives.</li> </ul>	
<b><u>Skills and Abilities</u></b> <ul style="list-style-type: none"> <li>• Must be organized, very detail-oriented, and able to multitask and prioritize in a fast-paced environment.</li> </ul>	

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- Must have exceptional client service skills.
- Able to build rapport, to respect interpersonal diversity, follow HIPAA/confidentiality legal requirements, and follow social work, marriage and family therapist, or professional clinical counseling code of ethics.
- Proven ability to develop quality programs and data-driven evaluation methods.
- Demonstrated ability to work effectively in collaboration with diverse groups of people.
- Ability to be action-oriented, entrepreneurial, adaptable, and find an innovative approach to projects.
- Excellent written and oral communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Must be proficient in Google Workspace.
- Strong organization, problem solving and analytical skills.
- Ability to manage priorities and workflow.
- Ability to work under stress, with interruptions and deadlines.
- Ability to process verbal information and input this information into the computer system.
- Ability to follow complex instructions.
- Ability to master basic math skills.
- Ability to think logically in following procedures and instructions.

### **Competencies**

*All employees, in performing their respective tasks and duties, are to perform quality work within deadlines, with or without direct supervision; interact professionally with other employees, clients, and suppliers; work effectively as a team contributor on all assignments; and work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.*

**Client Service** - Manages difficult or emotional situations effectively; responds promptly to client needs; solicits client, co-worker, and supervisor feedback to improve service; responds to requests for service and assistance; meets commitments.

**Interpersonal Skills** - Maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and obtains clarification; responds well to questions; participates in meetings.

**Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

**Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.

**Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration, regardless of status or position; accepts responsibility for own actions; follows through on commitments.

**Language Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of clients or employees of organization in both English and Spanish.

**Judgment** – Ability to make considered decisions and come to sensible conclusions with available information.

**Confidentiality** – Ability to recognize when information must be kept confidential, in compliance with HIPAA and other applicable law, and ability to keep such information confidential.

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### **Working Conditions**

You may additionally be required to work outside of normal business hours, such as on nights and weekends, in order to attend events, meetings, and trainings. Flexible time may be offered to non-exempt employees who work outside of normal hours within the same week.

### **Physical Demands**

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

While performing the duties of this job, the employee is regularly required to stand; walk; climb stairs; sit; use hands-to-finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, or crouch.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will regularly be required to work at a designated worksite, such as a school or a medical office, and will have access to a workspace where standard office work can be performed at the site. Will also be required to transport themselves to, from and between worksites during the day. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The above statements describe the general nature and level of the work being performed for this position, and are not an exhaustive list of all duties and responsibilities. Wellness & Prevention Center's management team reserves the right to amend and change responsibilities to meet business and organizational needs.

**My signature below indicates that I have reviewed this job description and have received a copy.**

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date