



## Job description for the position of **SHELTER THERAPIST**



### **POSITION SUMMARY**

A Shelter Therapist delivers comprehensive, trauma-informed therapy for survivors of domestic violence that allows survivors to:

- Continue to gain a sense of safety and control
- Further develop their problem-solving skills and coping mechanisms
- Understand domestic violence and its impact on a person's life
- Uses a strengths-based approach to provide crisis management, safety planning, advocacy, resource referrals and support to survivors of domestic violence.

The Shelter Therapist will report directly to the Vice President of Recovery Services + Community Partnerships and work closely with the other Adult and Child Therapists, Case Managers, and the Recovery Counselor.

All Newhouse team members must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace.

### **PRINCIPAL ACCOUNTABILITIES**

- Adhere to relevant Code of Ethics (NASW, ACA, etc.) and MOCADSV standards.
- Operates with a survivor-centric mindset, adhering to the Newhouse Workplace Culture Commitment, and practicing our three-pillar philosophy (1) The Practice of Radical Empathy (2) Relationships Over Rules and (3) Connection Before Consequence.
- Model leadership, self-awareness, and being solutions focused.
- Initiates contact with assigned client within 72 hours of client assignment and begin necessary assessment with or without client present.
- Demonstrates the ability to work in a fast-paced, dynamic environment with individuals facing significant challenges and/or complex mental health needs.
- Initiates treatment plan with client and collaborate on desired therapeutic services including frequency.
- Conducts four therapeutic and/or psychoeducational groups on a weekly basis, including one evening group.
- Provides individual sessions and crisis intervention per treatment plan and/or by client request.
- Collaborate with an interdisciplinary team to support community referrals, as needed.
- Maintains accurate documentation ensuring that all clinical notes and documentation are entered in a timely manner but no less than weekly.
- Attend department meetings as scheduled (Treatment review, health + safety check-ins, consultation meetings) to provide trauma-competent perspective for interdisciplinary team and emotional support for client.
- Attends scheduled clinical department team meetings and supervision.
- Attends trainings as required by agency and licensing board.
- Provide on-call phone services to address mental health crisis situations when scheduled on rotation.
- Other duties as assigned by supervisor and appropriate to ethical responsibilities and MOCADSV standards.

## EXPERIENCE, ABILITIES + QUALIFICATIONS

- Master’s Degree in Licensed Professional Counseling (LPC).
- Licensure in Missouri and Kansas required. Newhouse will assist in providing support in obtaining reciprocity.
- Relevant clinical experience in individual and group counseling.
- Experience in domestic violence preferred but not required.
- Knowledge of domestic + family violence, child + adult development, principles of attachment, substance use + recovery, and culturally responsive practices.
- Training in Trauma Informed Care, Motivational Interviewing, EMDR, and DBT preferred.
- Must pass a background check.
- Computer skills, organizational, problem solving, and conflict management skills.
- Integrity, honesty and high ethical standards.
- Keen interpersonal skills, being sensitive to our Trauma Informed Care and Inclusive Culture of Belonging models.
- Alignment and adherence to the Newhouse mission, vision, and principles.

## KEY SUCCESS MEASURES

<p><b>Flexibility + Adaptability</b></p>	<p>Open to new ideas, processes, and ways to get work accomplished. Demonstrates resourcefulness to solve problems and meet goals. Can effectively respond and adapt to new people, responsibilities, and environments. Professionally navigates unanticipated obstacles. Works effectively under pressure and casts a calming influence on others.</p>
<p><b>Culture of Teamwork + Collaboration</b></p>	<p>Leverages the diverse voices, skills and experiences of the team to advance the mission. Promotes an exchange of ideas. Motivates and unites team members through positive encouragement and honest feedback. Works cooperatively with others even when varying opinions are present. Trusted to take problems to the source and not participate in gossip or divisive behaviors. Offers assistance to colleagues when help is needed and asks for help when needed.</p>
<p><b>Communication</b></p>	<p>Expresses views both verbally and in writing that are clear and concise. Uses the appropriate medium to share information and understands proper email etiquette. Maintains a high degree of self-awareness around tone and body language. Actively listens, doesn’t interrupt, and practices empathy. Exudes confidence in a friendly and approachable manner. Is succinct in communications, recognizing time is a valuable resource for all.</p>
<p><b>Boundaries + Self Care</b></p>	<p>Exhibits a survivor-centric approach to our mission, while maintaining appropriate boundaries with residents, staff, volunteers, and community partners. Actively practices self-care by preserving work/life boundaries and seeks assistance/support when feeling overwhelmed.</p>
<p><b>Inclusive Culture of Belonging</b></p>	<p>Models “being you is your superpower.” Values and respects those we serve and each other. Creates space to address and celebrate our shared humanity and builds a bridge to a greater level of empathy. Sees other’s unique contributions, connects with coworkers, residents and volunteers. Supports others in their daily work and advancement and shows pride in the organization’s values and purpose.</p>

<b>Commitment to Excellence + Integrity</b>	<p>Demonstrates an ambitious commitment to accuracy, thoroughness, and leveraging of best practices. Holds self and others accountable to commitments and goals. Takes responsibility and generates trust. Acts with honesty and owns mistakes. Documents work as needed and in a timely fashion. Works effectively under pressure and approaching deadlines. Strives to learn and apply new things to advance our work. Actively seeks opportunities to improve self. Willingly shares competencies with others.</p>
<b>Decision Making + Problem Solving</b>	<p>Resourceful, evaluates options, is able to anticipate next steps, and knows when to be independently versus collaboratively decisive. Does not get stuck in analysis paralysis and seeks support from team members when needed. Diligently thinks through problems and takes into consideration the potential positive and/or negative impacts to our residents, team, reputation, financial resources, and commitment to excellence when making decisions.</p>
<b>Creativity + Innovation</b>	<p>Understands innovation is the cornerstone to growth and longevity. Breaks the mold of the status quo with outside the box thinking to improve processes and service delivery. Is not afraid to take calculated risks and learn from mistakes. Balances creative thinking with practical application, modeling Newhouse's goal to be an industry Trailblazer.</p>
<b>Relationship Management</b>	<p>Uses appropriate interpersonal styles and communication methods to work effectively with co-workers, residents, community partners, and volunteers. Builds networks and alliances to obtain cooperation. Is even-tempered and keeps control of his/her emotions and behaviors, even in high-pressure situations. Understands the environment at Newhouse is one of healing and recovery. Practices trauma informed care in all areas of work.</p>
<b>Confidentiality</b>	<p>Properly maintains the privacy of our location and all clients' personal information. Readily adapts to new procedures to ensure confidentiality is maintained.</p>
<b>Coaching + Mentoring</b>	<p>Inspires, motivates and guides others to action. Creates a sense of job ownership by providing clear expectations, feedback, mentoring, and training to help individuals grow and thrive. Makes time to coach employees and improve their work performance. Actively seeks feedback from staff with an openness to hear opportunities for improvement.</p>
<b>Financial Management</b>	<p>Manages and monitors budget effectively. Identifies cost-effective approaches to business operations without sacrificing quality. Understands key financial indicators tied to organizational success. Follows financial policies.</p>
<b>Team Leadership</b>	<p>Communicates the vision and objectives of the organization and workgroup through all activities and behaviors; encourages and supports individuals and teams through periods of change; motivates individuals and teams to achieve high levels of performance; creates an environment where people are empowered and encouraged to innovate and work as a team.</p>

## WORK CONDITIONS

Work conditions are typical of those in an office setting. There may be extending periods of sitting, standing, walking up and down stairs and/or traveling on the elevator. Staff may be subject to noises such as others speaking or children playing, given the shelter's communal living structure. There are times the shelter must go into privacy mode for the privacy or safety of staff/residents. The intercom system is used to communicate these needs.

Work schedule is typically M-F including one evening (i.e. 11 AM- 7PM). Work schedule and hours may vary; evenings and weekends may be required for special projects. Newhouse provides a flexible work environment to the extent that it does not interfere with meeting the needs of our clients and residents.

## AT WILL EMPLOYMENT

There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Newhouse that employment is at will, which means that employment is for no specific term and that employment may be terminated by the employee or Newhouse at any time without cause.

## EQUAL OPPORTUNITY + AFFIRMATIVE ACTION EMPLOYER

Newhouse is an equal opportunity and affirmative action employer. We celebrate diversity and know that in serving a diverse population and employing a diverse team, we position our organization and community to thrive. We promote diversity of thought, culture and background and are committed to a work environment of belonging that gives voice to, supports, inspires and respects all individuals.

Employment at Newhouse is solely based on a person's aptitude, qualifications and professional competence. We do not discriminate on the basis of race, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, or other characteristics protected by state or federal law or local ordinance.

## TO APPLY

Please submit a resume and cover letter to [apps@newhousekc.org](mailto:apps@newhousekc.org) and place "Shelter Therapist" in the subject line.

**Note: This position description is not intended to be all-inclusive. You may be required to perform other related duties within your skill set as negotiated and/or directed to meet the ongoing needs of your department and the organization.**

I have read and understood the duties and expectations as described in this position description.

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Employee Name

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Date