



# Job Description | Bilingual Therapist (English/Spanish)

**Position Title:** Bilingual Therapist (English/Spanish)  
**Supervisor:** Clinical Director  
**FLSA Status:** Exempt

**Employment Status:** Full-time  
**Salary Range:** Market Rate

Full-time Therapist is responsible for providing individual and group therapy to Spanish-speaking survivors of sexual and domestic violence in our out-patient setting.

### Minimum Qualifications:

- Masters level social work or professional counseling degree and Maryland State licensure (LCPC or LCSW-C preferred)
- Oral and written fluency in English and Spanish
- Previous family violence or sexual assault experience (preferred)
- Experience working with adults and children (preferred)
- Excellent oral and written communication skills
- Passionate about the mission and philosophy of HopeWorks
- Team oriented and believes in a strengths-based approach to services
- Current driver’s license and reliable transportation with up to date insurance
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and other computer software

### Essential Duties and Responsibilities:

#### CLIENT CARE

- Provide individual and group therapy to a caseload of 20-25 clients
- Complete intake assessments, treatment plans, case notes and outcome measurements
- Collaborate with outside agencies for continuity of care
- Work at least two evenings to meet client needs

#### PROGRAM MANAGEMENT SUPPORT

- Accurately complete client paperwork and compile reports as needed
- Document and communicate all pertinent information/issues to the Clinical Director
- Attend weekly supervision meetings with Clinical Director
- Attend clinical and agency staff meetings
- Maintain clinical license in good standing
- Prioritize the use of best and evidence based practices, including researching programming trends and current practices being used in other jurisdictions
- Other duties as assigned

### Competencies:

An individual should demonstrate the following competencies to perform the essential functions of this position.

<b>Problem Solving</b>	Identifies and resolves problems in a timely manner as well as skillfully gathers and analyzes information.
<b>Communication</b>	Speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills, and conducts productive meetings. Speaks comfortably with a diverse array of individuals and groups. Reads, analyzes and interprets technical procedures, program policies or

	governmental regulations. Writes reports, business correspondence and procedure manuals. Effectively presents information and responds to questions from groups of managers, clients and the general public.
<b>Judgment</b>	Displays willingness to make decisions; exhibits sound and accurate judgment; and makes timely decisions.
<b>Crisis Management</b>	Performs jobs in a manner that minimizes hazards to oneself, others, and the environment. Maintains a physical work environment that contributes to the well-being of others.
<b>Planning and Organization</b>	Prioritizes and plans work activities; uses time efficiently; and develops realistic action plans.
<b>Professionalism</b>	Thinks carefully about the likely effects on others of one's words, actions, appearance, and mode of behavior. Selects the words or actions most likely to have the desired effect on the individual or group in question.
<b>Safety and Security</b>	Observe safety and security procedures, and uses equipment and materials properly.
<b>Diversity</b>	Supports and promotes an environment that appreciates and holds opportunities for all, regardless of race, religion, culture, gender identity or expression, sexual orientation, physical or mental ability, health status, age or other diversity factors.
<b>Physical Demands</b>	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 the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, communicate and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

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Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

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**Apply:** Applicants must submit a letter of interest and complete resume to:

**Jennifer Pollitt Hill, MSW**

Executive Director

HopeWorks of Howard County

5457 Twin Knolls Road, Suite 310

Columbia, MD 21045

E-mail: [jpollitthill@WeAreHopeWorks.org](mailto:jpollitthill@WeAreHopeWorks.org)

Fax: 410-997-1397

**NO phone calls**