**Position Description**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Art Therapist</th>
<th>Department:</th>
<th>Community Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Evanston, Northwest and West suburbs</td>
<td>Travel Required:</td>
<td>Yes</td>
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<tr>
<td>Salary/ Hourly Range:</td>
<td>Competitive with benefits</td>
<td>Employment Status:</td>
<td>Part time</td>
</tr>
<tr>
<td>Date Position Available:</td>
<td>March, 2020</td>
<td>Posting Expires:</td>
<td>Click here to enter a date.</td>
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</tbody>
</table>

**Applications Accepted By:**

**FAX OR E-MAIL:**
(847)-448-8331, jwolfe@itachicago.org

**MAIL:**
Jeffrey Wolfe  
Director of Community Programs and Financial Operations  
Institute for Therapy through the Arts  
2130 Green Bay Rd., Evanston, IL 60201

**Job Description**

**JOB SUMMARY**

Provides music therapy to diverse clientele at various locations and assumes all responsibilities of an art therapist, ensuring the highest level of care.

**ROLE AND RESPONSIBILITIES**

- Functions as a creative arts therapist with caseload of 0 to 26 hours of direct client contact per week.
- Demonstrates thorough case conceptualization during treatment planning, including assessments to identify client’s strengths/areas of need, goal writing, treatment implementation, and re-assessment of progress made.
- Collaborates with client, client’s family, and/or other members of client’s treatment team during therapeutic process.
- Completes documentation, administrative paperwork, and other tasks/responsibilities in timely manner as outlined in ITA’s policies and procedures.
- Maintains consistent, clear, and prompt communication with primary supervisor and other ITA staff.
- Provides trainings, workshops, and presentations as needed for outside professionals.
- Receives weekly clinical supervision from primary supervisor to help ensure quality delivery of clinical services and professional development.
- Seeks continued professional development through outside trainings, conferences, or other offerings within the Creative Arts Therapy field.
- Actively works to expand ITA’s network and presence in the greater Chicagoland area.
- Strictly adheres to ITA’s policies and procedures.
- Maintains and promotes quality assurance standards, including, but not limited to, the American Counseling Association Codes of Ethics and Standards of Practice/Codes of Ethics within each Creative Arts Therapy field.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Registered Art Therapist or Board-Certified Art Therapist
Institute for Therapy through the Arts

- Holds Illinois License as a Professional Counselor, Clinical Social Worker, or Clinical Psychologist
- Minimum of 3 years professional clinical experience
- Bi-lingual in Spanish and English

**COMPETENCIES AND PREFERRED SKILLS**

- Understands and strictly adheres to the ethical codes of the creative arts therapy professions and the American Counseling Association.
- Strong knowledge of creative arts therapy and psychology theories and treatment methods.
- Solid leadership skills.
- Strong communication skills: persuasive writing and oral communication.
- Creativity in carrying out clinical and administrative tasks.
- Ability to work collaboratively with colleagues.
- Excellent organizational skills and attention to detail.
- Experience and comfort in public speaking and presentations.
- Strong knowledge in Microsoft Office suite with a minimum of beginner skills in Microsoft Excel

<table>
<thead>
<tr>
<th>Created By:</th>
<th>Jeffrey Wolfe</th>
<th>Date:</th>
<th>2/24/20</th>
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<tbody>
<tr>
<td>Approved By:</td>
<td>Jenni Rook</td>
<td>Date:</td>
<td></td>
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<tr>
<td>Last Updated By:</td>
<td></td>
<td>Date:</td>
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