

POSITION DESCRIPTION



Position Description			
Job Title:	Trauma Specialist, Clinical Supervisor	Department:	Clinical
Supervisor Name:	Dr. Marni Rosen	Title:	Practice Director
Supervisees:	Clinical interns, Clinical Supervision of therapists (no direct reports)	Employment Type:	Full time, exempt
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<p>JOB SUMMARY</p> <p>Provides trauma-informed creative arts therapy to diverse clientele at ITA’s Evanston and Highland Park clinics, and assumes all responsibilities of a creative arts therapist, ensuring the highest level of care. Assists the Practice Director in ensuring therapists are trained and supported in their work with trauma clients, identifying needs and providing trainings to staff as necessary. Facilitates regular clinical supervision for creative arts therapists and interns and provides support on site with crisis management.</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Functions as a creative arts therapist. • Works closely with the Practice Director to ensure trauma-informed practices are adopted throughout all of ITA’s programs and services, supporting therapists employing a variety of clinical approaches. • Provides effective treatment, demonstrating thorough case conceptualization during treatment planning, conducting assessments to identify client’s strengths/areas of need, drafting measurable goals with client/family and continues to engage in measurement 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, client and/or contract scheduling, in-house client billing, and other tasks/responsibilities in timely manner as outlined in ITA’s policies and procedures. • Maintains consistent, clear, and prompt communication with ITA management and supervisees. • Provides trainings, workshops, and presentations as needed for outside professionals and the clinical team. • 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. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Minimum of a Master’s degree in a Creative Arts Therapy profession. • Professionally credentialed as a Registered Art Therapist • Licensed in the state of Illinois as an LCPC, LCSW or clinical psychologist • 7 years professional clinical experience <p>COMPETENCIES AND PREFERRED SKILLS</p> <ul style="list-style-type: none"> • Flexible and adaptable in a mobile environment with evolving needs and priorities • Passion for serving ITA’s mission • Solution-focused with a positive attitude 			

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- Dependable with adherence to deadlines
- Understands and strictly adheres to the ethical codes of the creative arts therapy professions and the American Counseling Association.
- Strong communication skills.
- Creativity in carrying out clinical tasks.
- Ability to work collaboratively with colleagues.
- Excellent organizational skills and attention to detail.
- Proven ability to manage one's own time.
- Experience and comfort in public speaking and presentations.
- Strong knowledge in Microsoft Office suite with a minimum of beginner skills in Microsoft Excel

WORKING CONDITIONS (TRAVEL, WEEKEND OR EVENING HOURS, OFF-SITE WORK)

- Occasional travel to off-site contracts and ITA satellite clinics.
- Regular evening hours (minimum 2 evenings per week).
- Expected to attend special events such as conferences or fundraisers which may take place outside of regular work hours.
- Ability to handle physical demands of treatment (e.g., stoop, kneel, crouch, lift, or stand for long periods). Additionally, this position may require moving heavy equipment, or assisting clients in movement.

Revised 9.8.21 JR