



Canopy Center

Dane County CASA • Oasis • Parent to Child

March 1, 2019

Dear Applicant:

Thank you for your interest in the position of Senior Therapist and Clinical Intern Supervisor for the Canopy Center, Inc. Oasis program. Enclosed you will find the job announcement, a Benefits Summary, a list of application questions, and two forms providing us with needed information.

A complete application should include the following:

- Cover letter
- Current résumé
- Three professional references
- Answers to application questions
- Completed employee verification, authorization, and release statement
- Completed federal reporting form

The completed application may be emailed to martia@canopycenter.org or mail it to:

Senior Therapist and CIS Position
Canopy Center, Inc.
2445 Darwin Rd., Suite 15
Madison, WI 53704

The position will be posted until it is filled.

Sincerely,

Donna Fox, MSSW, CAPSW
Executive Director

Enclosures

The Canopy Center is committed to continuously improving its environment to be one that is equitable and diverse. The Canopy Center celebrates the expression of individuality, intersectionality, and all identities among all staff and clients.

CANOPY CENTER, INC. JOB ANNOUNCEMENT

OASIS SENIOR THERAPIST & CLINICAL INTERN SUPERVISOR



AGENCY VISION AND MISSION

Our vision is to give every person an opportunity to have a voice in identifying and addressing their needs; and to provide social connections, to fully develop their sense of self and community.
Our mission is to help strengthen families and support children, teens, and adults impacted by trauma and adversity.

PROGRAM DESCRIPTION

The Oasis Program offers individual, family, and group therapy to people who have been affected by incest and child sexual abuse. For our youngest clients, five and under, we provide assessment and treatment for families impacted by any type of child abuse or neglect. The Oasis program model strives to increase the healthy functioning of families who participate in the program, and help children and non-offending parents or caregivers incorporate the experience of the abuse into their lives in a manner that reduces the short-term and long-term effects, as well as the cycle, of abuse. A second goal of the program is to help non-offending parents and caregivers learn more effective and protective strategies to better parent their child and to strengthen their relationship. For families impacted by incest, we work to support the family through the reunification process in collaboration with other involved professionals. The Oasis Program offers a variety of treatment modalities including Trauma-Focused Cognitive Behavioral Therapy, Play Therapy, Child Parent Psychotherapy, and EMDR. Services are provided in English and Spanish, and interpretation for other languages is available. Currently all fees for services are covered under grant and contract funding. In addition, the Oasis Program is proud to contribute to the education and learning of students training to become trauma-informed mental health providers through internship opportunities.

POSITION SUMMARY

The Oasis Senior Therapist & Clinical Intern Supervisor (CIS), in collaboration with the Clinical Director, is responsible for the oversight and growth of the Oasis Clinical Internship Program. The CIS will provide reflective supervision, consultation and training to all clinical interns to ensure a high quality of service to program clients, and will design and implement initial and on-going training programs for clinical interns, and other agency staff as needed. Community engagement is necessary with certain groups, such as with area schools that do or can provide clinical interns, but also with other groups of interest. As a Senior Therapist, the CIS will maintain a small caseload to make sure service delivery skills remain firm. Each therapist is responsible for conducting trauma assessments and intakes, providing individual, family and/or group therapy, providing crisis counseling as needed, maintaining client records, attending team treatment coordination meetings, and working as part of the agency's team of therapists who work with families affected by child sexual abuse and other forms of child abuse or neglect.

QUALIFICATIONS

The Oasis Senior Therapist & Clinical Intern Supervisor(CIS) must have at least 5 years of clinical experience, including reflective clinical supervision experience, and clearly understand the clinical goals of the Oasis program. Experience working with children and teens is required. The CIS must have a Master's Degree in Counseling or related field and be licensed in his/her discipline in the State of Wisconsin. The CIS should have demonstrated clinical experience in sexual abuse treatment, experience in community outreach and collaboration, and assessing training needs in clinical staff and providing intern/staff training. The CIS must have an energy, enthusiasm and desire for working with children and also the ability to work well with non-offending parents and adult survivors. The CIS must possess initiative, demonstrate good follow through and organizational skills, and possess and use sound judgment in the professional arena.

DUTIES

- **MAINTAIN CASELOAD OF CLIENTS**
 - Collaborate with staff colleagues to provide trauma assessments and intake interviews with potential clients to assess the appropriateness of treatment
 - Provide crisis counseling as needed
 - Assist program therapists as a secondary case supervision source as needed

- Facilitate therapy groups for children ages 5-18, non-offending parents/caregivers, siblings and other affected parties, and/or adult survivors
- Develop, implement and document treatment plans for all clients
- Collaborate with legal system, human services, outside therapists and other providers as a member of a coordinated treatment team, as appropriate
- Provide case management services and make appropriate referrals, as needed
- Accompany clients to legal proceedings for emotional support and assist clients with victim statements, as needed
- Keep appropriate records and maintain client files per program policy
- Participate in Oasis project, team and supervision meetings, internal treatment team coordination meetings and agency staff meetings
- Provide individual, family and/or group therapy to program clients, including trauma assessments, crisis counseling, and intakes
- Maintain client records
- Attend team treatment coordination meetings
- Caseload quantity will be determined with supervisor's input
- **COLLABORATE WITH CLINICAL DIRECTOR TO OVERSEE INTERNSHIP PROGRAM**
 - Collaborate to implement initial and on-going training to Oasis Clinical Interns
 - Provide consistent, on-going reflective supervision to Oasis Clinical Interns, and Oasis staff, as assigned
 - Conduct intern evaluations in keeping with the requirements of the student's academic program
 - Ensure contacts with graduate programs in counseling psychology, social work, and marriage and family therapy are in place in order to recruit interns for the program
 - Serve as liaison to faculty supervisors of university/college programs as needed
- **COMMUNITY ENGAGEMENT**
 - Advocate for system changes/development to enhance treatment for children and families through participation and consultation with area task forces, consortia, and/or ad hoc committees
 - Maintain and enhance relationships and contact with other agencies and organizations in the community that serve families where sexual abuse has occurred or who share common missions
- **ADMINISTRATIVE DUTIES**
 - Assist with narrative reports to funding sources
 - Assist with editing grant proposals as needed
- **PERSONAL RESPONSIBILITIES**
 - Maintain a commitment to professional self-evaluation, continuing education, self-care and personal improvement
 - Conduct employee self-evaluation process and personal/professional goal setting
 - Individual clinical supervision required a minimum of once per week
- **Other duties as assigned**

HOURS REQUIRED

40 hours per week. Evening hours likely 1-2 nights/week when interns are providing services. Meetings as outlined in the application packet questions. Remaining hours are more flexible but as needed to meet client and program needs.

SALARY AND BENEFITS

\$52,000 - \$55,000 based on qualifications. Long-term disability and life insurance policy premiums paid in full by agency. Health insurance is available for employees working 30-40 hours per week, with single coverage paid 90% by the agency. SIMPLE IRA payroll contribution available with agency match of 1-3%. A full Benefits Summary is included in the application packet.

TO APPLY

Download application packet from website at <http://canopycenter.org/how-to-help/careers.html>, or contact the Human Resources Manager at martia@canopycenter.org to receive an application packet. Must return cover letter; resume; a list of three professional references; answers to application questions; completed employee verification, authorization, and release statement; and completed federal reporting form. Position will be posted until filled.

The Canopy Center is committed to continuously improving its environment to be one that is equitable and diverse. The Canopy Center celebrates the expression of individuality, intersectionality, and all identities among all staff and clients.

Health-Vision Insurance Agency-sponsored policy available to all regular employees, 30 hours or more, with a premium paid 90% by the Agency for the single coverage. Employees wishing to add a spouse, domestic partner or dependent will have the Agency cover 70% of the premium. Family premiums are paid 50% by the Agency. Eligible employees may begin coverage on the first of the month following 30 days from date of hire. *(Amended 11/18/14)*

Dental Insurance Available to all regular employees, 20 hours or more. Employees may choose a single or family coverage with the premium paid 100% by the employee. Employee must choose a primary dentist from the Dentist Provider list. Diagnostic, preventative and restorative services are covered at 100%; extractions, endodontics (except wisdom teeth, covered at 50%) and periodontics are covered at 80%; and major restorative, prosthodontics and orthodontics (for covered family members age 18 and under) are covered at 50%. There is an annual non-orthodontic maximum of \$1,200. All premiums will be deducted pre-tax from payroll. Eligible employees may begin coverage on the first of the month following 30 days of hire.

Group Life Insurance Available to all regular employees, 20 hours or more, with premiums paid 100% by the Agency. This benefit provides insurance benefits of \$10,000 to your beneficiary if your death occurs while you are in our active employment and prior to your retirement. Eligible employees may begin coverage on the first day of the month following 3 months of employment.

Long-Term Disability Insurance Available to all regular employees, 20 hours or more, with premiums paid 100% by the Agency. This benefit provides income continuation coverage of 60% of an employee's salary during prolonged disability following a qualifying period of 90 calendar days. Coverage begins the first of the month following 3 months of employment for eligible employees. *(Amended 9/1/05)*

Retirement savings: Simple IRA plan available to all employees after one year of employment if they have earned a minimum of \$5,000 during that year, and who are expected to earn a minimum of \$5,000 in the following year. The agency matches up to 3% of annual salary if employee makes personal contributions to the plan. *(Amended 3/1/17)*

Additional retirement accounts are available to all regular employees. This benefit allows employees to contribute a portion of their compensation into a personal retirement savings account. All contributions to these plans are made solely by the employee. Accounts are established on an individual basis so that upon termination with the agency, the employee may continue to contribute to the account if they so choose. Investment options, tax benefits and withdrawal restrictions are dependent on each employee's individual situation. *(Amended 11/18/14)*

Flexible Spending Account Available to all regular employees, 20 hours or more, with 100% of administration costs paid by the Agency. This IRS approved tax-savings program allows you to save taxes by paying for certain expenses on a before-tax basis. Employees can put pre-tax dollars into this account to cover the cost of certain out-of-pocket expenses for themselves and their dependents. Annual limit of \$2500 for medical reimbursement and \$5000 for dependent care and may rollover up to \$500 each year. Eligible employees may begin coverage on the first of the month following 30 days from date of hire. *(Amended 1/1/14)*

Employee Assistance Program (EAP) Available to all employees and interns and their family members. The EAP funds up to five short-term counseling sessions through an independent agency, and can assist with many personal, family, and/or job-related stressors and challenges. It is 100% funded by the agency and strictly confidential. *(Amended 2/27/2019)*

AFLAC Insurance Available to all employees (if taking short-term disability policy, employee must be 30 hours or more). Existing employees may sign up for coverage at any time if the premium is being deducted from payroll post-tax. To deduct the premium pre-tax, employees must sign up for coverage during open enrollment each December. A representative from AFLAC Insurance will meet individually with each employee to review insurance options.

Paid Vacation Benefits Available to all regular employees, 20 hours or more. Each qualifying employee earns an equivalent (based on FTE) of:

- 80 hours or 2 weeks during first year of employment
- 120 hours or 3 weeks during second and third year of employment
- 160 hours or 4 weeks during the fourth and subsequent years of employment

Paid Sick Time Benefits Available to all regular employees, 20 hours or more. Each qualifying employee earns an equivalent of two weeks of sick leave per year. Sick time is carried over from one year to the next until the amount of sick time available equals a maximum of 12 weeks (or 480 hours for 40-hour employee).

Paid Holiday Time Available to all regular employees, 20 hours or more. The following holidays are observed: New Year's Day, Martin Luther King, Jr. Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Eve Day (1/2 day). Each qualifying employee earns an equivalent of 76-hours of Holiday pay per year (this includes time for two personal holidays).

Compensatory Time Available to all regular salaried employees. Compensatory time may be given for hours worked over the number of typically scheduled hours, with **prior** approval from supervisor. Maximum Compensatory time accrued shall not exceed one week of normal hours (40 hours for full-time employee). Compensatory time must be used before any other accrued time is used (vacation, holiday or sick). Compensatory time not used within two months will be lost.

Staff Health and Wellness Fund Available to all employees and interns. The Staff Health and Wellness Fund provides for activities that enhance mental, physical, social, and emotional health for staff, thereby resulting in improved individual well-being, productivity, and morale, as well as connection and camaraderie among all staff. Funds are used for activities for all staff and for specific program staff.
(Amended 2/27/2019)

Continuing Education Available to all regular employees, 20 hours or more. Workshops/conference attendance, pre-approved by the employee's direct supervisor and the Executive Director, will be paid for by the agency. In addition to conference fees, travel, lodging, mileage, and work hours will be covered by the agency.

Pay periods Employees are paid on the 15th and last day of each month.

Canopy Center, Inc.
Healing and Family Support Services
1457 E. Washington Ave., Suite 102
Madison, WI 53703

EMPLOYEE VERIFICATION, AUTHORIZATION AND RELEASE STATEMENT

I certify that the information provided by me in this application is true and complete to the best of my knowledge. I understand that if I am employed, any false statements or omissions can lead to immediate dismissal, and I agree that the company shall not be held liable in any respect if my employment is terminated for that reason. You are hereby authorized to verify the information I have supplied and to conduct any investigation of my personal history. I authorize the companies, schools and persons that I have identified in my application or resume, or any references provided separately, to give any information requested regarding my employment character and qualifications, and release and hold harmless Canopy Center, Inc., and the companies, schools and persons from any liability.

Signature

Printed Name

Date

SENIOR THERAPIST & CLINICAL INTERN SUPERVISOR POSITION

Instructions:

Please include the following information when you submit your application for the Senior Therapist & Clinical Intern Supervisor position at Canopy Center.

1. Basic Qualifications of Position – please CLEARLY state how you meet the qualifications either on a separate form or within your cover letter and résumé:
 - a. Masters degree in Counseling, Social Work, Marriage and Family Therapy, or other related field
 - b. Licensed within your discipline in the State of Wisconsin
 - c. 5 years of clinical experience, including providing clinical supervision
 - d. Knowledge and experience with trauma and child sexual abuse

2. Please answer the following questions:
 - a. Are you proficient in Microsoft Office (specifically, Word and Excel) and Gmail, and willing to learn new software for client health information management as needed? PLEASE NOTE, A BRIEF COMPUTER COMPETENCY TEST WILL BE GIVEN PRIOR TO INTERVIEW.

Yes No

- b. If required, do you have a valid Wisconsin driver's license?

Yes No

- c. Have you been placed on probation, parole, released from incarceration, or paid a fine for a misdemeanor or a felony? Please note a conviction will not necessarily disqualify you from employment. It will be considered only as it may relate to the job you are seeking.

Yes No

- d. This position is 40 hours per week which can be somewhat flexible but must cover the needs of the program and staff. Current time requirements include:
 - Mondays 10:00am – 12:00pm program staff meeting
 - Thursday 12:00pm – 1:00pm program/administrative meeting
 - Anytime clinical interns are providing services, including 1-2 evenings per week
 - All-agency staff meetings every 2nd Wednesday of the month from 12:00pm – 1:30pm

Does this schedule work for you?

Yes

No, please specify day/times that don't work _____

- e. How did you learn of the position opening with our agency?

JobNet

Craig's List

Agency Website

Job Announcement

Word of mouth

Other _____

CANOPY CENTER, INC.
FEDERAL GOVERNMENT REPORTING FORM

This part of the application will be removed and kept in a confidential file. It will be separated from the application before the application is presented to the interviewer.

The following information is requested to meet requirements for federal government reporting payroll, and fringe benefits, procedures, and research purposes related to the agency's Affirmative Action Plan. In responding, applicants will know that the data will be used for these purposes only and that federal, state, and county laws forbid discrimination based on age, sex, race, religion, handicap or ethnic group.

Name_____ Sex Female_____ Male_____

Date of Birth_____

Position applied for_____

Disability, if any_____ Yes_____ No_____

Ethnic Background Black_____

 American Indian_____

 Hispanic/Latino_____

 White/Caucasian_____

 Asian_____

 Alaskan Indian_____

Armed Forces Veteran Yes_____ No_____

Date_____