



Canopy Center

Job Announcement - Licensed Therapist (part-time)

Come join us! We're looking for a licensed therapist to provide individual and family therapy to children and non-offending caregivers who are affected by childhood sexual abuse and trauma.

About us:

Canopy Center is a non-profit agency located in Madison, Wisconsin that provides services to children and families in our community impacted by trauma and adversity.

Canopy Center's **Oasis** program offers individual, family, and group therapy to people who have been affected by incest and child sexual abuse. The Oasis program model strives to increase the healthy functioning of families who participate in the program by helping children and non-offending parents and caregivers incorporate the experience of the abuse into their lives, in a manner that reduces the effects of abuse and helps stop 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. 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.

Job Title:

Therapist

Qualifications:

Must have a master's degree in Counseling, Marriage and Family Therapy, Social Work or related field and be licensed in their discipline in the State of Wisconsin.

Must have experience providing individual and family therapy to children, working with victims of trauma, understanding the dynamics of abuse within families, child development, and trauma assessment.

Significant training or willingness to obtain training in one or more of the following modalities is required: Trauma Focused Cognitive Behavior Therapy, Play Therapy, EMDR, IFS, somatic therapy, body-based treatments, mindfulness, and/or CPP.

Knowledge of and demonstrated skill in providing culturally sensitive, trauma-informed services.

Must have energy, enthusiasm and desire for working with children and also the ability to work well with non-offending parents and adult survivors.

Strong organizational skills, excellent verbal and written communication skills.

Bilingual (English-Spanish) applicants encouraged.

**Some things
you would do:**

- * Provide ongoing therapy services to a caseload of 6-10 clients
- * Provide brief intervention services to victims and families prior to engaging in ongoing therapy services
- * Work with Oasis Administrative Director to assist in referral process
- * Attend program and agency staff meetings

**To succeed you
should be:**

Team oriented, compassionate, and empathetic

Position Details

Official Duties:

- Provide clinical assessment and sexual abuse focused treatment to children (5-18) and non-offending caregivers
- Provide crisis counseling and mental health referrals as needed
- Facilitate therapy groups when needed
- Collaborate with the clinical team to assess the appropriateness of treatment for ongoing and potential clients.
- Support a trauma-informed environment
- Develop and maintain continuing education in methods of counseling and advocacy that are most effective for marginalized survivors based on their race, ethnicity, gender, gender identification, religion, age, ability, or other
- 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 using an electronic record keeping program
- Network, collaborate and advocate within community: make community education presentations and participate in community committees when appropriate
- Participate in team and supervision meetings, internal treatment team coordination meetings and agency staff meetings
- Attend program and agency trainings and in-services
- 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
- Maintain upkeep and professional appearance of personal/shared workspace

Other duties as assigned.

Other Requirements:

Hours	20 hours per week. Evening hours (until 7:30pm) on Thursdays. Required team meeting once a week and staff meeting once a month. Remaining hours are more flexible but as needed to meet client and program needs.
Physical	Ability to lift up to 25 lbs.

Salary and Benefits:

\$29,120-\$34,320 annually based on qualifications, \$2000 hiring bonus. Paid vacation, holiday, and sick time. Health insurance, with single coverage paid 90% by the agency. Long-term disability and life insurance policy premiums paid in full by agency. SIMPLE IRA enrollment available with agency match of 3%. A full Benefits Summary is included in the application packet.

Well-equipped and modern office and therapy spaces, plus access to therapeutic resources and continuing education opportunities.

To Apply:

Download application packet from website at <http://canopycenter.org/how-to-help/careers.html>, or contact HR at personnel@canopycenter.org to receive an application packet. Must return all of the following:

- Cover letter;
- Resume;
- List of three professional references;
- Answers to application questions;
- Completed employee verification, authorization, and release statement; and
- Federal reporting form.

The position will be posted until filled.



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Application Questions

Instructions:

Please include the following information when you submit your cover letter and resume for the Oasis Therapist position at Canopy Center.

Basic Qualifications of Position – Please consider the qualifications listed below. If you have not done so in your cover letter or resume, please CLEARLY state how you meet the qualifications.

Must have a master’s degree in Counseling, Marriage and Family Therapy, Social Work or related field and be licensed in their discipline in the State of Wisconsin.

Must have experience providing individual and family therapy to children, working with victims of trauma, understanding the dynamics of abuse within families, child development, and trauma assessment.

Significant training or willingness to obtain training in one or more of the following modalities is required: Trauma Focused Cognitive Behavior Therapy, Play Therapy, EMDR, IFS, somatic therapy, body-based treatments, mindfulness, and/or CPP.

Knowledge of and demonstrated skill in providing culturally sensitive, trauma-informed services.

Must have energy, enthusiasm and desire for working with children and also the ability to work well with non-offending parents and adult survivors.

Strong organizational skills, excellent verbal and written communication skills.

Bilingual (English-Spanish) applicants encouraged.

Please answer the following questions:

1. Is there a name you prefer to be called (other than the one on your resume)?

2. What pronouns should we use when referring to you? (optional)

3. Are you proficient in Microsoft Office (specifically, Word and Excel) and willing to learn new software for client information management as needed? (Please note: a brief computer competency test will be given alongside your interview.)

_____ Yes _____ No

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

Yes No

5. The hours required for this position are:

20 hours per week. Evening hours (until 7:30pm) on Thursdays. Required team meeting once a week and staff meeting once a month. Remaining hours are more flexible but as needed to meet client and program needs.

Do you have any ongoing schedule conflicts with the times above?

Yes No If yes, please specify: _____

6. Are there any days/times you are NOT currently available to work?

Yes No If yes, please specify: _____

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

Agency website

Job Announcement posting

If so, where? _____

Word of mouth

Other: _____



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Employee Verification, Authorization & Release Statement

I certify that the information provided by me in my application for employment 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 my immediate dismissal, and I agree that Canopy Center, Inc. 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

Date

Printed Name



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Federal Government Reporting Form

The following information is requested to meet requirements for federal government reporting, payroll and fringe benefits, procedures, and research purposes. 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. **Please note that providing this information is optional.**

Name _____ Current Date: _____

Position applied for _____

Sex: Female ____ | Male ____ | Other ____

Date of Birth: _____

Disability: Yes ____ No ____

Armed Forces Veteran: Yes ____ No ____

Ethnic/Racial Background:

Alaskan Indian _____

African American/Black _____

American Indian _____

Asian _____

Hispanic/Latino _____

White/Caucasian _____



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Benefits Summary

Health-Vision Insurance Agency-sponsored policy available to all regular employees, 20 hours or more, with a premium paid 90% by the Agency for employee-only coverage. Employees wishing to add one qualifying individual will have the Agency cover 70% of the premium. Family premiums are paid 50% by the Agency. All premiums will be deducted pre-tax from payroll. Eligible employees may begin coverage on the first of the month following 30 days from date of hire.

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. 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 will be auto-enrolled in 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.

Retirement savings Employees may sign up for a SIMPLE IRA during the open enrollment period if they have earned a minimum of \$5,000 during that year and can expect to earn a minimum of \$5,000 in the following year. The agency matches up to 3% of annual salary if the employee makes personal contributions to the plan.

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.

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

The above listing is a summary of current benefits available and is intended for summary purposes only. Benefit plans and their provisions are subject to change, addition or deletion without prior notice; continuation of any benefit plan is not implied and remains at the sole discretion of The Canopy Center, Inc. In the event information presented within this document differs from the Plan Document, the formal Plan Document will always govern.

cover the cost of certain out-of-pocket expenses for themselves and their dependents. Eligible employees may begin coverage upon starting employment.

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.

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

- 2 weeks in first year of employment (80 hours for a 40-hour employee)
- 3 weeks in second and third year of employment (120 hours for a 40-hour employee)
- 4 weeks in fourth and subsequent years of employment (160 hours for a 40-hour employee)

Paid Sick Time Benefits Available to all regular employees, 20 hours or more. Each qualifying employee earns an equivalent of two weeks of sick time per year. For the initial year, one of the two weeks is awarded upon hire; thereafter, a proportional amount is awarded each month. Sick time is carried over from one year to the next until the amount of sick time accrued equals a maximum of 12 weeks (480 hours for a 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 Eve, Christmas Day, and New Year's Eve Day (1/2 day). Each qualifying employee earns an equivalent of 10.5 days of Holiday time per year (this is based on FTE and includes time for two personal holidays).

Compensatory Time Available to all regular salaried employees. Compensatory (comp) time may be given for hours worked over the number of typically scheduled hours, with prior approval from supervisor, and may be used in lieu of vacation time. Employees can hold up to one week of comp time hours (40 for a 40-hour employee) at any given time.

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.

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. Travel, lodging, mileage, and work hours will also be covered by the agency.

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

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