



Therapy Access Program Coordinator Position Description

The Orange County Rape Crisis Center's mission is to stop sexual violence and its impact through support, education, and advocacy. We envision a just and equitable world free of sexual violence and all other forms of oppression. Our values include professionalism, excellence, accessibility, social justice, community involvement, self-care, and empowerment.

The **Therapy Access program Coordinator (TAPC)** position is considered full time (32-40 hours/week), exempt in accordance with the Fair Labor Standards Act, and requires regular hours as well as occasional evenings and weekends.

This position coordinates two distinct mental health access projects for the community, with overlapping client care goals: the Pro Bono Counseling Network and the Trauma-Focused Therapy Referral Program.

The PBCN links residents of Durham, Orange and surrounding counties to high quality, pro bono mental health services through a network of diverse and highly skilled Licensed Therapists and Licensed Counselors who agree to volunteer their time.

The Trauma-Focused Therapy Referral Program at OCRCC links survivor of sexual violence to contracted trauma-focused therapists in and around Orange County, free of charge.

Qualifications Required:

- Clinical License (including provisional) in therapy, social work, or counseling field
- Demonstrated effectiveness in communicating ideas clearly, both verbally and in writing
- Extensive knowledge of mental health disorders, DSM-5 diagnosis and good judgement regarding treatment needs
- Extensive knowledge of treatment resources in regional catchment area
- Crisis intervention skills
- Familiarity with the empowerment model and the needs of sexual assault survivors
- Demonstration of cultural awareness, sensitivity, and competency.
- Experience working with people from diverse backgrounds.
- Strong organizational and problem-solving skills.
- Ability to assess clinical information quickly and accurately
- Ability to self-motivate and work independently without direct supervision

Qualifications Preferred:

1. Experience providing assistance to survivors of sexual violence and individuals in emotional distress.
2. Graduate level degree or two years' experience in human services or related area, particularly Social Work.
3. Experience training and supervising volunteers or employees.
4. Familiarity with community resources available for survivors of sexual violence.
5. Experience working with teams and building coalitions around issues, with a knowledge of empowerment- or strengths-based practice.
6. Proficient in the use of Microsoft programs including Word, Outlook, Excel.

Duties:

Responsibility areas include:

1. Coordinate Pro Bono Counseling Network
 - Recruit Licensed Therapists to participate in the PBCN program
 - Provide outreach to prospective clients and referral agencies
 - Provide intake screening for new clients, referring to outside agencies when appropriate, or conducting a screening for PBCN services when appropriate
 - Connect clients with a suitable therapists
 - Coordinate 6-8 continuing education trainings per year for volunteer therapists from both the PBCN and TTF programs (in collaboration with the Trauma Care Network Coordinator) ** this duty is intentionally listed twice*
 - Provide leadership in consultation with the PBCN Board of Directors and Advisory Council.
2. Coordinate Trauma Focused Therapy Referral contracts with local therapists
 - Recruit local therapist to contract to provide up to 16 sessions for OCRCC clients
 - Screen therapists for trauma-competency and other relevant considerations for client demand (languages spoken, gender/racial identity, religiosity, modality, focus area, etc.)
 - Conduct monthly check in calls with active contractors to confirm services and coordinate invoicing
 - Coordinate 6-8 continuing education trainings per year for volunteer therapists from both the PBCN and TTF programs (in collaboration with the Trauma Care Network Coordinator) ** this duty is intentionally listed twice*
3. Provide supportive, trauma-informed intake for individuals contacting the Center for therapy services for TFTR and PBCN
 - Accept and screen referrals
 - Initiate client screenings to determine level and type of need and relevant therapy preferences related to provider identity, focus area, modalities, etc.
 - Explain the scope and parameters of the therapy referral options available to callers based on their eligibility and availability of referrals.
 - Carefully match client with appropriate therapist and provide supported referrals
 - Conduct follow up with clients after matching to support the match and solicit feedback
 - Assist victims in filing for victims compensation as needed.

- Connect clients with appropriate in-house or referral services as needed
4. General Program Management Duties
- Network with area providers to update and enhance existing referral network
 - Participate in at least one community task force, advisory committee, or working group related to best practices for improving outcomes for consumers with mental illness
 - Provide ongoing support to volunteers, mental health professionals and participants
 - Maintain documentation of meetings and other communication with clients and volunteer and contracted therapists
 - Work with the Development and Communications Specialist to maintain and update PBCN and TFTR web pages and promotional materials
 - Provide on-going data collection of therapist hours, clients, outcomes etc.
 - Provide monthly and annual year-end program updates and progress reports
 - Attend PBCN Board Meetings
 - Assist the Executive Director and Development Director with fund solicitation and grant writing.
5. General Responsibilities
- Work as a team member with other staff and volunteers in order to achieve the mission of the Center.
 - Complete all relevant trainings and other tasks as required by the Client Services Director.
 - Maintain appropriate standards of confidentiality.

Commented [RV1]: This is a requirement for all OCRCC positions to further our value of community involvement.

Reports to: The Client Services Director

Hiring Range: \$43,000-45,000

Benefits: Health, life, and dental insurance; and a generous PTO package; Wellness Stipend; access to Employee Assistance Program

The Orange County Rape Crisis Center is committed to fostering the leadership of people of color, Native people, immigrants and refugees, low-income people, LGBTQ+ and trans people, people with disabilities, survivors of sexual and/or domestic violence, and people living in the many intersections of these experiences. We strongly encourage people from these communities to apply and will not discriminate on the basis of race, ethnicity, color, socioeconomic class, gender identity, gender expression, sexual orientation, sex, religion, disability status, citizenship status, age, veteran status, or national origin.