



CHILDREN'S ADVOCACY CENTER  
OF SMITH COUNTY

## MASTER'S LEVEL THERAPY INTERN

REPORT TO: CLINICAL DIRECTOR  
COMMITMENT TYPE: PART / FULL TIME  
BASE OF OPERATIONS: TYLER, TEXAS

### SUMMARY:

Children's Advocacy Center of Smith County (CACSC) provides comprehensive services to child victims of abuse and their non-offending caregivers in conjunction with a multi-disciplinary team (MDT) made up of Law Enforcement, Child Protective Investigators, and the District Attorney's office. Working within this team environment, the Master's Level Therapy Intern provides individual and group therapy to victims of child abuse and their protective caregivers.

### ESSENTIAL FUNCTIONS:

- Provide developmentally appropriate assessment and treatment services to child abuse victims and protective caregivers (psychological and trauma-specific assessments)
- Provide individual, group, and family therapy
- Maintain orderly and accurate case files (both written and electronic) including progress notes, treatment plans, assessments, progress reports, and termination summaries
- Coordinate therapy services with and provide updates to the MDT
- Collaborate with and provide consultation to Child Protective Services, Law Enforcement, and the District Attorney's Office, when applicable with the support of the Clinical Director or Chief Program Officer
- Attend all required meetings and case reviews regularly and on-time
- Attend trainings and conferences as required
- Maintain positive professional relationships with all center staff, volunteers, interns, and MDT members
- Maintain cross-cultural awareness in the performance of all responsibilities
- Flexible work schedule to respond as needed; some evening hours required
- Other duties as assigned

### JOB REQUIREMENTS AND QUALIFICATIONS:

#### EDUCATION:

- Enrolled in an accredited mental health related graduate program

#### EXPERIENCE:

- Desire to work in a child-abuse related organization

#### KNOWLEDGE REQUIREMENTS:

- High level of written and oral communication, organizational skills, computer skills, and collaborative capabilities
- Proficiency with Microsoft, Word, Excel, and Outlook

**INTELLECTUAL AND PHYSICAL REQUIREMENTS:**

- Individual should possess tact, good judgment, flexibility, and the ability to work as a team member with individuals from a variety of disciplines
- Ability to work well under pressure, multi-task and balance diverse requirements noted above and respond quickly to challenges
- Bending, stooping, reaching, and other movements required in dealing with children. Lifting of office materials (up to 20 lbs.)

**OTHER INFORMATION:**

- Position involves confidential work with sensitive information about child abuse victims and partner agency personnel at supervisory and front-line levels
- Internship is dependent upon successful completion of a background check, including criminal and CPI clearances along with the National Sex Offenders Registry

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as exhaustive of all responsibilities, duties and skills required for the position.

If you are interested and meet the requirements for this position, please send a cover letter and resume to [natali@cacsmithcounty.org](mailto:natali@cacsmithcounty.org)