

**OFFICE OF THE DISTRICT ATTORNEY**

**Bronx County**

***Darcel D. Clark – District Attorney***

**JOB VACANCY NOTICE**

**CIVIL SERVICE TITLE:** Community Coordinator **LEVEL:** N/A

**FUNCTIONAL TITLE:** TraumaTherapist

**TITLE CODE NO:** 56058 **HIRING** **RATE:** $60,000

**BUREAU/WORK UNIT:** Crime Victims Assistance Unit **SHIFT:** M-F, 9-5

**WORK LOCATION:** 198 E 161st St. **NUMBER OF POSITIONS:** 1

**JOB SUMMARY:**

The Trauma Therapist will meet with and provide crisis intervention, individual, group and family therapy with a trauma focused model to crime victims and their families. Therapist will conduct outreach, make appointments and assess appropriateness for treatment. Therapist will complete case notes and maintain charts for each client seen.

**ESSENTIAL FUNCTIONS:**

1. Excellent interpersonal, oral, and written communication skills
2. Ability to both interact and be comfortable with a diverse population
3. Proficient in Microsoft Office particularly Word, Excel, and Outlook

**JOB RESPONSIBILITIES:**

Specific duties will include, but are not limited to the following:

1. Contact crime victims, schedule an appointment, conduct assessments and provide ongoing therapy as needed
2. Referrals to appropriate services and ongoing collaboration with other professionals
3. Attend weekly clinical supervision meetings
4. Assist and participate in community events and special projects
5. Management of case data and related preparation and submission of statistical data
6. All other duties as assigned

**PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:**

1. A license to practice Social Work in New York State is required (e.g., LMSW, LMHC)
2. A valid New York State driver’s license with a minimum of two (2) years of driving experience preferred
3. Prior clinical experience preferred
4. Knowledge of the neighborhoods and population of Bronx County preferred
5. Ability to work in a fast paced non-structured environment.

**To apply you must visit the BXDA Office website (**[**www.bronxda.nyc.gov**](http://www.bronxda.nyc.gov)**) and click on Career Opportunities.**

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| **POST DATE: 12/ /2017** | **POST UNTIL: Filled** | **JVN: 902-17-1411** |

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