Job Description
**FOR INTERNAL CIRCULATION**

**Job Title:** EMDR OUTPATIENT THERAPIST  
**FLSA Status:** EXEMPT  
**Department:** COUNSELING CENTER  
**Reports To:** DIRECTOR OF COUNSELING SERVICES  
**Location:** MAIN OFFICE  
**Schedule:** FULL-TIME  
**Salary Range:** $45,000.00-$50,000.00 ANNUALLY

**Summary:** The EMDR Outpatient Therapist provides ethically sound, evidence-based psychotherapeutic outpatient treatment (including somatic interventions such as Eye Movement Desensitization and Reprocessing (EMDR) therapy, grief counseling, crisis counseling, and trauma-focused psychological first aid to adults who are direct or indirect victims of violence. The clinical services provided by the EMDR Outpatient Therapist are trauma-specific and focused in that they are intended to address the adverse consequences of exposure to such incidents. Services may be provided virtually by telehealth and in-person at AVP’s office, Criminal Justice Center or other community-based locations when necessary.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Provides psychotherapeutic services to clients who are direct or indirect victims of violence on an individual, family, or group basis as appropriate.
- Initiates and maintains contact (as needed) with referral sources.
- Initiates and maintains contact with other professionals who may be resources for psycho-social support for the client, for example, victim advocates, Assistant District Attorneys, clergy, etc.
- Initiates or attends meetings (as needed) with outside professionals for the purpose of promoting the progress and recovery of clients in treatment, advocacy, or educating representatives of other systems regarding the needs of co-victims of homicide and as well as victims of other forms of violence.
- Applies developmentally appropriate therapeutic interventions, theory, and methods to individuals, families, groups, and staff with appropriate regard for the complexity of given problems.
- Maintains appropriate professional boundaries.

**Administrative Responsibilities:**

- Maintains current clinical records for clients including assessment and evaluation information, release of information and consent to treatment forms, initial and updated treatment plans, progress notes and correspondence.
- Assures protection of client confidentiality by appropriate storage of clinical information and sharing of such data only in accordance with AVP’s written confidentiality policy.
- Reviews potentially problematic cases prior to extended time off (vacation) and arranges clinical coverage.
- Meets with the clinical supervisor for weekly supervision, at which the EMDR Outpatient Therapist should be prepared to discuss at least one current case.
- Attends Counseling Center staff meetings and prepares case reviews for peer supervision on a rotating basis with other clinical staff.
- Learns about new developments in the field by reading professional literature, attending courses and seminars, and establishing and maintaining contact with other social service agencies.
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