



Petaluma People Services Center is dedicated to improving the social and economic health of our community by providing programs that strengthen the dignity and self-sufficiency of the individual. Our core services include: Senior Services, Counseling, Youth Programming including Mentor Me, Housing, Employment and Petaluma Bounty Farms.

**JOB TITLE:** Trainee, Associate, or Licensed Therapist  
**FLSA STATUS:** Not Exempt; Full-Time or Part-Time (15 hours/week minimum)  
**COMPENSATION:** \$20-Trainee, \$25-Associate, \$33-Licensed (additional bilingual pay)  
**DIRECTOR:** Director of P.E.A.C.E.  
**SUBMIT:** Cover Letter and Resume to [jobs@petalumapeople.org](mailto:jobs@petalumapeople.org)

### **POSITION OVERVIEW**

Practicum students, associates, licensed clinicians, and pre and post-doctoral students are welcome to apply. Therapists will provide individual, couple, family and group therapy. This is a paid position that includes individual supervision, group supervision, staff meetings and regular trainings.

### **ESSENTIAL RESPONSIBILITIES**

- Provide individual, couples, family and group therapy sessions.
- Keep client profile up to date, including creating client profile, ensuring consent documents are completed, and set up and maintaining accurate records.
- Conduct client intake, monitor client progress, accurately document session, complete assessments, develop treatment plans, and process client payments.
- Complete documentation in a timely manner, as required: progress notes due within 72 hours of session, assessments due by session 3 and treatment plans due by session 5.
- Follow clinic protocols, participate in all required meetings, trainings, and clinical supervision.
- Assist in developing curriculum for workshops, and/or therapy groups. May also assist in leading groups or workshops as needed.
- Complete timesheets accurately and on time.

### **CANDIDATE REQUIREMENTS**

- Current BBS registration as a licensed or associate therapist in the state of California; or a current MA or doctoral student eligible for practicum/fieldwork.
- Ability to work both independently and as a member of a collaborative team.
- Detail-oriented, proactive, and able to organize and prioritize tasks.
- Excellent communication skills with both clients and colleagues.
- Knowledge of evidence-based therapies.
- Ability to consistently work at least two evenings a week or one weekend day.
- Act as a mandated reporter in accordance with California law.
- Other duties as assigned.

### **PREFERENCES**

- Knowledge and experience working with diverse populations and providing culturally-competent therapy.
- Proficiency with Microsoft Office Suite.
- **Bilingual candidates are strongly encouraged to apply!**

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION, CERTIFICATES, LICENSES, and REGISTRATIONS:**

Associates or licensed staff must have a valid Associate or License number. Trainees must provide proof of enrollment in accredited program. All candidates will need to provide their NPI number. All candidates must have valid driver's license, good driving record and access to a vehicle for personal transportation.

**It's a requirement of this position,** for the safety of all PPSC employees and clients, that the jobholder be fully vaccinated against COVID-19.

**ADA COMPLIANCE-PHYSICAL, ENVIRONMENTAL, COGNITIVE & PSYCHOLOGICAL REQUIREMENTS:**

**Physical:** Regularly sits up to 3-7 hours per day. Gets up and down throughout the day to interface with others. Must have excellent hearing, speech and writing capabilities and ability to lift 35 lbs.

**Environmental:** Works alone, with and around others. Work environment is moderately noisy. Distractions are regular.

**Cognitive:** Required to read, write, compile, sort and analyze simple to moderately complex information. Independently assesses workload and prioritizes activities. Very strong organizational and planning skills. Able to communicate and resolve semi-complex problems independently. Excellent listening skills and ability to perform tasks requiring great attention to detail. Uses judgment and initiative, within defined limits of discretion, in making recommendations and decisions.

**Psychological:** Strong interpersonal and communications skills to deal with emotional, demanding or difficult people and/or situations. Regular exposure to high-stress situations with demands, deadlines, shifting priorities and multi-tasking. Excellent teamwork and proactive group participation are a necessity.

**Accommodation Recommendations:** A person in a wheelchair can perform in this position with assistance from other staff for some activities.

**BENEFITS:**

Paid sick time, vacation and holidays. Comprehensive benefits package for those over 20 hours, including medical, dental, and vision coverage, employee assistance program, flexible spending account (FSA), long-term disability insurance, and a 403(b) plan.

**PPSC is an Equal Opportunity/Affirmative Action employer.** It is our strong belief that equal opportunity for all employees is central to the continuing success of our organization. We will not discriminate against an employee or applicant for employment because of race, color, national origin, ethnicity, age, gender, sexual orientation, religion, political affiliation, marital status, veteran status, genetic information, physical disabilities or medical condition (i.e., AIDS or ARC-related or cancer) or any other category protected by Federal or State law in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.