POSITION DESCRIPTION
FAMILY SERVICES THERAPIST

Organization Profile:
Founded in 1983, The Wooden Floor in Santa Ana, California, is one of the foremost creative youth development nonprofit organizations in the country. We transform the lives of young people in low-income communities through the power of dance and access to higher education. In Orange County and through our national licensed partner, we use a long-term approach grounded in exploratory dance education to foster the confidence and gifts within each child to innovate, communicate, and collaborate — skills necessary for success in school and in life. Since 2005, 100 percent of students who graduate from The Wooden Floor graduate high school on-time and immediately enroll in higher education, and many of them go on to pursue degrees in business, engineering, medicine, and the arts. The Wooden Floor students become change agents and beacons of hope within their own families, their neighborhoods, our community, and our world.

Position Summary:
The Family Service Therapist (FST) works closely with the Director of Student Development (DSD) and Family Services Case Manager (FSCM). The FST is responsible for planning and implementing the family service programs including parent education and volunteerism, crisis intervention, therapy, and community services referrals at Depot at Santiago. In addition, the FST is responsible for a personal case load of 6-10 weekly in-house clients and works closely with the FSCM to ensure the administration and management of the family services program is successfully integrated at the two locations, the Main Street Campus and Depot at Santiago. In addition, the FST fosters nurturing relationships with students, sets consequences, acts as a role model, and provides support and guidance to students. The FST must be an effective communicator, a good listener, and maintain a friendly, outgoing demeanor to all participants. The FST position requires independent thought and discretion, as well as the ability to assess situations and their importance and impact to families, students, and programs.

Reports To: Director of Student Development

Classification: Non-exempt

Status: Part-time (Monday – Friday, 3:30pm to 8:30pm)

Essential Job Functions:

General Program Management:
- Work closely with DSD and FSCM to evaluate and plan for family services program to meet goals at the Depot at Santiago under the mentoring of the DSD.
- Work closely with DSD and FSCM to set annual objectives to achieve the set goals for the family services program.
- Work with the DSD and FSM to develop the annual Family Services budget and monitor regularly.
- Work with Student Support Services (SSS) staff to develop skills to effectively communicate the need for student and family interventions.
- Coordinate mental health and wellness education opportunities for students attending the Depot at Santiago location.
- Attend weekly scheduled Family Services meetings.

Family Services Resource Center Management:
- Work closely with the DSD and FSM to develop program goals and administer operational success of the Student Support Services (SSS) in support of TWF’s Theory of Change including: the Dance Education Program, Academic Services, College Preparatory Services, Family Services as well as parent engagement.
- Manage the Family Services Resource Center at the Depot at Santiago location and work closely with DSD, FSM and the Depot Property Manager to ensure program objectives and goals are met.
- Provide counseling and referrals to families in need of therapy and other social services.
- Develop collaborations with social service organizations and trained individuals to offer more family services.
- Work closely with DSD and FSCM to provide overall direction and organization for parent education workshops and seminars to achieve strategic goals and objectives.
- Work collaboratively with other members of the program staff to provide parent volunteer opportunities.
- Collaborate with FSCM to discuss confidential family cases.
- Monitor and coordinate student and family therapy schedules.
- Work closely with FSCM to develop innovative screening and assessment tools to determine which students need therapy services.
- Work closely with DSD and FSM to ensure continuity of TWF’s program standards, policies, values, and guiding principles are being implemented.
- Track, evaluate and monitor data for all workshops, services and referrals provided.

**Student Supervision/Mentoring Program Management:**

- Ensure supervision of students at all times.
- Encourage student participation and attendance of dance classes.
- Communicate with teachers regarding student needs and any student issues.
- Uphold the dancewear policy and ensure proper attire of students taking class.
- Establish nurturing relationships with students and act as a role model.
- Communicate policies and provide guidance to students.
- Ensure positive behavior of students.
- Discipline students and set consequences with students as needed.
- Interact with parents communicating relevant program details and policies.

**Fund Development and Board Relations:**

- Work closely with DSD to prepare and present family services reports for board meeting, as requested.
- Work closely with DSD and FSCM to assist the Fund Development Department by providing information for grant proposals.
- Report accurate family services statistics each quarter and work closely with the Development Department as needed.

**Required Education, Skills, Licensures, Certifications, Other:**

- Bachelors of Science/Arts, Psychology, Human Services, or Social Work
- Masters of Clinical Psychology
- LMFT License
- Three to five years of previous family therapy experience
- Fluency in Spanish (oral and written)
- Exceptional interpersonal and communication skills
- Proficient in MS Office Suite
- Ability to pass background check
- Possess a valid California Driver’s License and maintain a clean driving record
- Understanding and knowledge about the community TWF serves

**Position Interactions:** Internally the FST interacts closely with the FSCM, students, parents, volunteers and all institutional directors and staff. Externally, the FST serves as a liaison to other outside organizations or individuals, on an as needed basis: community organizations, shelters, courts, food banks, legal institutions, etc.

**Compensation:** Commensurate hourly rate is based upon demonstrated experience and qualifications.

**To Apply:** Send a copy of your cover letter and resume to: HR@TheWoodenFloor.org, Subject: Family Services Therapist

**American With Disabilities Act Assessment:** Below are general guidelines on the position's physical, mental, and environmental working conditions.

Bend: Occasionally  
Squat: Occasionally  
Crawl: Not applicable  
Climb: Occasionally  
Kneel: Occasionally  
Handle Objects: Occasionally  
Push/Pull: Occasionally  
Reach Above Shoulder Level: Occasionally  
Sit: Occasionally  
Stand: Occasionally  
Walk: Occasionally  
Use Fine Finger Movements: Typing Frequently  
Carry/Lift Loads up to 25 Pounds: Occasionally  
Carry/Lift loads between 25-50 lbs: Occasionally  
Carry/Lift Loads over 50 Pounds: Not applicable  
Read/Comprehend: Frequently  
Write: Frequently  
Perform Calculations: Occasionally  
Communicate Orally: Occasionally  
Reason and Analyze: Occasionally  
Chemical/Biological Agent: Occasionally  
Construction Activities: Not applicable  
Contact with Water/Liquids: Occasionally  
Drive Motorized Equipment: Drive rental truck during concert  
Confined Spaces: Occasionally  
Elevated Work Location: Not applicable  
Radioactive Materials: Not applicable  
Temperature Variations: Occasionally  
Gas System: Not applicable