

# HOUSTON'S FIRST BAPTIST CHURCH

## Position Assignment:

**Job Title:** Clinical Therapist

**Department:** Legacy 68:5/The Oaks

**Hired By:** Director of Legacy 68:5

**Reports To:** The Oaks Director

**Campus:** Faith Center Spring Branch

**Status:** Part Time

**Employment Category:** V

**Summary of Position:** The Clinical Therapist provides compassionate, holistic care to kinship, foster, and adoptive families. Through individual, family, and group therapy, this role supports caregivers and children as they navigate complex relational experiences. Working within a multidisciplinary team, the therapist helps create individualized treatment plans that honor each family's story and foster opportunities for deep healing and connection.

**Purpose:** To sustain and strengthen family relationships by offering trauma-informed, attachment-centered therapeutic support. This role helps families make meaning of overwhelming experiences, disarm fear, enhance felt safety, and move toward healing with dignity and hope.

## Duties and Responsibilities:

### Clinical Assessment & Treatment

- Engage families with curiosity, respect, and attunement while completing needs assessments and developing individualized therapeutic goals.
- Provide trauma-informed individual, family, and group therapy that supports regulation, connection, and relational repair.
- Monitor progress collaboratively, adjusting treatment plans as families grow and needs evolve.
- Maintain consistent, predictable contact with clients through sessions, email, and phone communication.
- Respond to crises with calm, grounded presence and appropriate clinical action.
- Advocate for clients' needs and participate meaningfully in treatment team meetings and staffings.
- Develop and facilitate therapeutic, educational, and devotional groups that nurture resilience and belonging.

### Documentation & Compliance

- Complete all documentation with accuracy, clarity, and timeliness, honoring the integrity of each family's story.
- Maintain client files and database records in alignment with licensing standards and organizational expectations.
- Uphold all policies, procedures, and state/federal requirements related to clinical practice, safety, and confidentiality.
- Report suspected abuse or neglect in accordance with legal and ethical guidelines.

### Collaboration & Organizational Support

- Contribute to a culture of trust, humility, and shared purpose within the multidisciplinary team.
- Attend and facilitate meetings, trainings, and workshops that strengthen the organization's mission and clinical excellence.
- Support special events, community activities, and organizational initiatives as needed.
- Assist with general office tasks and special assignments with flexibility and a team-oriented mindset.
- Work nights, weekends, and on-call shifts as needed to meet the needs of families and the Center.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

**Skills Requirements:** Select all that apply

- Language skills
- Math skills
- Reasoning ability
- Computer skills:  Windows  Mac  MS Office  MS Outlook
- Administration  Service to others  Teacher/Leader
- Good Communication skills  Team builder  Self-disciplined
- Servant leader  Decision maker  Strong work ethic
- Empathy for ministry partners  Attention to detail

**Education and/or Experience:** Select all that apply

- College graduate preferred
- Administrative Experience
- Personnel Management
- Church Staff experience preferred
- Other: Master's degree in Social Work, Counseling, Psychology, or related field. Active licensure (LCSW, LMFT, LPC) or working toward full licensure under the appropriate Texas board.

**Organizational Relationships:** Reports to The Oaks Director

**Working Conditions:** Select all that apply

- 40 hour work week
- Additional hours as needed
- Occasional off campus activities
- Continuing Education
- Specialized training
- Occasional travel

**Prepared By:** Toni Steere

**Title:** Director of Legacy 68:5

**Date Prepared or Revised:** March 31, 2026

**Signature of preparer:** \_\_\_\_\_

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name