

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CLINICAL COORDINATOR I/II - CJC
CLASS CODE: I - 2351 II - 2371

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: I - NONE II - LEAD

EFFECTIVE DATE: 6/15/2015 (REVISED 06/14/2008 VERSION)
DEPARTMENT: CHILDREN'S JUSTICE CENTER

JOB SUMMARY

Under general supervision of the Executive Director - Children's Justice Center and as a licensed mental health professional, coordinates and facilitates investigation and intervention services for child abuse victims and their families and provides training for community professionals.

CLASS CHARACTERISTICS

Clinical Coordinator I: this classification level is a Certified Social Worker performing work under supervision of a Licensed Clinical Social Worker.

Clinical Coordinator II: this full performance level is an experienced Licensed Clinical Social Worker with considerable knowledge of policies, procedures and laws affecting the work. May provide clinical supervision to Certified Social Workers and master level interns.

ESSENTIAL FUNCTIONS

Clinical Coordinator I:

Provides direct clinical intervention and coordination to assist in the initial investigation, review, staffing, and treatment referral processes for child abuse victims; facilitates investigation of child abuse cases; provides initial assessment of child victim and family needs; maintains information and contacts for making specialized individual child abuse treatment referrals to community providers.

Coordinates the involvement of law enforcement, protective services, county attorney, medical and mental health treatment personnel, and other agencies with the alleged abuse victims and their families. Provides emotional support to the child and family and provides investigation processes information.

Assesses the emotional state of the child and family and makes recommendations for action to the Multidisciplinary Team investigating the alleged abuse; helps to establish a non-threatening environment for children and families; assists in implementing procedures to assist agencies in obtaining evidence useful for criminal prosecution and protective action in civil proceedings in a manner which does not further traumatize a child.

Interacts with local and state-wide Child Protective Services workers, law enforcement, county attorneys, treatment providers, and social service agencies to facilitate collaboration efforts.

Provides direct crisis intervention services to alleged child abuse victims and non-offending family members onsite or by telephone; assesses the mental health and needs of the child and parents and makes appropriate treatment recommendations using information obtained during intake interviews, collateral contacts, and by reviewing assessment results; makes treatment or social services referrals to various agencies and refers cases for criminal investigation according to applicable laws and regulations.

Creates and submits accurate records and documents according to compliance standards and established time requirements; prepares statistical reports to assist in monitoring program services, expenditures, and grants.

Participates in ongoing training to maintain “state of the art” knowledge and enhance therapeutic skills related to child abuse treatment, Post Traumatic Stress Disorder, and child and family development, etc.

Coordinates and assists with training of multi-disciplinary team members, community treatment professionals, Social Work interns, CJC volunteers, and others regarding child abuse issues, child development and assessment; assists in developing and promoting a multi-disciplinary team approach in case management to benefit the child and family.

Acts as an agency representative in court and interagency meetings and provides information to judges and other legal personnel as required.

Clinical Coordinator II (In addition to the functions described above):

Oversees, trains, and evaluates graduate student interns and coordinates their scheduling with the Director.

Performs advanced assessments to identify child risk factors and safety concerns and makes professional therapeutic recommendations.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Oversees the presentation and facilitation of professional training; prepares schedules and curriculum; recruits, trains, and assigns instructors as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES

Basic Knowledge of:

Social casework principles and methods.
Mental health assessment instruments.
Various modalities of psychotherapy and counseling.
Federal, state and local ordinances and policies regarding therapeutic issues.
The criminal justice system.

Considerable Knowledge of: (required for Clinical Coordinator II in addition to basic knowledge described above)

Interviewing methods and techniques.
Clinical diagnostic methods and principles.
Abnormal psychology.

Skill in:

Identifying and assessing symptoms of child abuse.
Using crisis intervention techniques.
Training and teaching others.

Ability to:

Maintain cooperative working relationships with those contacted in the course of work activities.
Communicate effectively verbally and in writing.
Prepare comprehensive case reports and statistics.

PHYSICAL DEMANDS

Regularly: sits at a desk or table; walks, stands, or stoops; drives a motor vehicle.
Occasionally: lifts or otherwise moves objects weighing up to 30 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is typically performed in an office or other environmentally controlled room. Work exposes incumbent to contagious or infectious diseases. Work exposes the incumbent to high-stress situations including contact with the public in confrontational, emotionally charged, or uncomfortable circumstances.

EDUCATION AND EXPERIENCE

Clinical Coordinator I: Master's degree in social work, marriage and family therapy, or psychology from an accredited college or university. Equivalent combinations of education and experience may also be considered.

Clinical Coordinator II: Master's degree in social work, marriage and family therapy, or psychology from an accredited college or university and two (2) years of direct clinical work experience in an appropriate treatment field (child abuse, mental health, victim counseling, and/or substance abuse) indicating full competency in clinical diagnostic assessment skills and in developing and reviewing individualized treatment plans. Equivalent combinations of education and experience may also be considered.

Selected applicants are subject to, and must pass, a full background check.

LICENSING AND CERTIFICATION

Clinical Coordinator I

Must possess and maintain licensure under the Mental Health Professional Practice Act (UCA 58-60) as a Certified Social Worker (CSW). Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

Clinical Coordinator II

Must possess and maintain licensure under the Mental Health Professional Practice Act (UCA 58-60) as a Licensed Clinical Social Worker (LCSW). Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

CAREER LADDER ADVANCEMENT

For a promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements of the higher classification level, 3) meet the class characteristics of the higher classification level, 3) have written recommendation from the department head and, 4) receive approval from the Director - Office of Personnel Management.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.