

# **Clinical Director**

## **Job Position Duties & Responsibilities**

Revised 7/14/2016

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**Reports to:** CAC- Laredo Webb County Executive Director

**Position Overview:** This full-time position provides administration over all clinical services provided by the CACDC as well as provides direct victims' services.

**Education & Experience:**

- \* Graduate degree in mental health field or social work with Licensed Professional Counselor-Supervisor license or Licensed Clinical Social Worker license.
- \* 5 years professional experience in services for abused children
- \* 2 years experience supervising therapists and/or interns
- \* Thorough knowledge of child sexual/physical abuse dynamics
- \* Play, adolescent, family, & group therapy experience
- \* Bilingual a plus
- \* Knowledge of law enforcement, CPS, DA's Office a plus
- \* Experience in court testimony preferred

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### **Specific Job Responsibilities:**

#### **1) Oversee all aspects of the Clinical Program**

- \* provide overall program planning and oversight for delivery of a comprehensive counseling program for child victims of sexual abuse and non-offending family members while ensuring ethical standards and best practices.
- \* manage clinical services budget and make recommendations to the Executive Director.
- \* supervise and delegate supervision of clinical services employees, monitor quality of performance, assign tasks, scheduling, and provide oversight of employee programmatic and administrative paperwork.
- \* ensure maintenance of clinical records and accountability for subpoenas and requests for information.
- \* oversee and report on program outcome measures.
- \* oversee the client referral process and insure client follow-up

#### **2) Create, implement, and supervise graduate and post graduate therapy internship program**

- \* create and update policies and procedures consistent with existing licensing board requirements.
- \* monitor and provide for screening and training of counseling interns.
- \* ensure individual and group supervision for interns.
- \* maintain licensure and certification required to supervise interns.
- \* maintain and develop ongoing relationships with university clinical programs.

#### **3) Work as a member of an interagency multidisciplinary team**

- \* provide professional consultation to partner agencies in support of successful investigation and prosecution of cases including fact / expert court testimony.
- \* provide on-going feedback to team regarding victim's progress/emotional state.
- \* provide training to team (and community) on child abuse detection/prevention/treatment.

#### **4) Provide direct client services to child victims of sexual and serious physical abuse & non-offending family**

- \* provide individual, play, group, and/or family therapy when necessary.
- \* provide crisis intervention to families entering the Center when necessary.
- \* assist victims in securing mental health & social services from the community.
- \* assist victims in moving from investigative assessment into the therapeutic setting through post interview intervention / crisis intervention when necessary.
- \* assist victims in preparing for court when necessary.

#### **5) Miscellaneous duties as assigned, including (but not limited to)**

- \* provide community presentations.
- \* assist with general center operations as needed.