

Clinical Director

Job Position Duties & Responsibilities

Revised 7/14/2016

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

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.