



Title: Clinical Coordinator
Reports to: Executive Director
Status: Part-time position

The ideal candidate for the Clinical Coordinator position will have demonstrated expertise in treating adult survivors of childhood sexual abuse and will exhibit deep understanding and care for their needs.

The ideal candidate will also demonstrate understanding of the needs of working collaboratively with a team. Being a small non-profit, it is essential that the candidate is comfortable with and invested in collaborating with team members when needed to meet the needs of the organization.

PURPOSE & SCOPE

The Clinical Coordinator ensures that all aspects of clinical programs maintain the highest quality of service, are in alignment with the agency goals, and adhere to the mission and values of the agency.

The Clinical Coordinator is responsible for the development and administration of clinical programs, staffing and supervision of clinical staff and for professional and community relations.

The position works closely with the Executive Director and represents the agency in the professional community for the purposes of increasing and maintaining Roanoke Park Counseling referral base and professional presence in the community.

ESSENTIAL RESPONSIBILITIES

Development and Administration of Clinical Programs

Develop and expand current levels of clinical programs to best meet the strategic goals of the agency, to ensure client needs are met, and standards of quality are maintained. This includes conducting needs assessment, research and ongoing communication with the Executive Director.

Continually evaluate and develop clinical practices. This includes reviewing current practices, updating written policies and procedures, and reviewing intake, termination, progress notes, privacy, and all other clinical forms for client files and monitoring therapist adherence. Oversight and tracking of clinical outcome testing.

Administer the client intake activities which include scheduling and conducting timely interviews, assessing client needs, making clinical assignments and providing appropriate referrals for persons not accepted into program. It also requires determining client fees in conjunction with client ability to pay and available funds.

Funds distribution. In conjunction with the ED and Development Director, track available agency funds to be used for setting client fee subsidies.

Reports: Produce monthly client reports for the board of directors and other clinical reports/analysis as needed.

Stay abreast of clinical issues which may pose risk or liability concerns for the agency. Immediately inform the Executive Director of all potential concerns and follow established procedures per critical incidents policy.

Work with Development Director and E.D. to set up systems and collect data to show quantitative and qualitative impacts of services for community and fundraising purposes.

Clinical Staffing & Supervision

Ensure that staff is sufficient in number, qualifications, training, and skills to carry out agency programs within established financial and program guidelines.

Provide orientation and frequent consultation for all new therapists.

Meet with therapists to review session progress notes and monitor levels of service. Maintain more frequent contact with therapists

as needed for support and consultation. Monitor therapists' caseloads and meet with therapists to review new client assignments.

Hold regular monthly staff meetings for clinical support and collaboration, information sharing and educational purposes. Provide (not less than two) outside educational programs a year, as agency budget allows.

Address performance related issues as they occur. Work closely with the Executive Director in cases where contract termination is required.

Professional & Community Relations

Maintain professional relationships and regular contact with peers and referring agencies within the community. Keep records of referring providers and send thank you notes (with the office manager) when appropriate. Establish follow-up contacts when warranted.

In collaboration with the Executive Director, promote clinical services through mailings, attendance at professional meetings, and clinical presentation opportunities. Collaborate with the ED on the Fall Professional Event and annual luncheon.

SKILLS, EDUCATION, & EXPERIENCE

- Master's level degree in counseling, psychology, or social work
- Valid WA State License (LMHC, LICSW, LMFT)
- A minimum of 5 years direct clinical experience required, and experience working with adult survivors of childhood sexual abuse highly preferred.
- A minimum of 2 years supervisory experience, required.
- Current clinical supervision continuing education credits or willingness to complete.
- Broad knowledge of community mental health resources and ability to form connections in mental health community.
- Leadership Competencies: Demonstrates strong drive and initiative; effectively manages and improves processes; listens attentively; possesses a deep understanding of client needs; excels at coaching others; has a proven ability to build and maintain broad relationships; and understands both the challenges and benefits of supporting a small non-profit organization.
- Proficient computer skills: Internet; Email; MS-Word; Excel; Practice Management Software