



A L L I A N C E

AGAINST FAMILY VIOLENCE AND SEXUAL ASSAULT

STRENGTHENING OUR COMMUNITY ONE STEP AT A TIME

Clinical Services Manager

Responsible To: Chief Executive Officer

Employment Classification: Full Time and Exempt

Department: Outreach Center and Shelter

Level of Supervision Required: Minimal

Supervisory Responsibilities: Supervises Outreach Center and Shelter staff and volunteers.

Fundamental Objective: Under the direct supervision of the Chief Executive Officer and Director of Operations the Clinical Services Manager will provide supervision and guidance to the Outreach Center staff to insure that services provided to agency clients are delivered in a professional and ethical manner within the scope of the agency's mission. Provide a program for MSW trainees and Interns to meet the State Licensing Board requirements.

Minimal Qualifications:

- Possess Bachelor's degree in Counseling, Social Work, Public Administration or related field, Master degree preferred.
- Ability to represent the agency in a professional manner.
- Ability to work with people from a wide variety of professional, non-professional, ethnic, racial, educational, socio-economic and religious background.
- Ability to effectively communicate verbally and in writing.
- Strong leadership skills and ability to lead a diverse group of staff/volunteers.
- Knowledge of professional and state licensing standards in order to develop and operate a counseling program that provides agency clients with quality counseling services and to provide counseling staff the supervision as needed by the State Licensing Board.
- Ability to conduct training sessions for counseling program staff/volunteers and occasionally for other agency staff/volunteers.
- Ability to organize and prioritize work.
- Highly developed record keeping skills to maintain agency records as well as supervision records required by State Licensing Board.
- Must be able to perform duties at the Outreach Center, Shelter and off site training locations in Kern County if applicable.
- Possess a valid California Driver's License, have own transportation, maintain a driving record which is acceptable to agency's insurance carrier, have and provide evidence of personal auto insurance coverage once a year or upon expiration or have acceptable alternative mode of transportation.

Essential Job Duties & Responsibilities:

- Responsible for supervision of agency's Outreach Center and Shelter staff/volunteers. Including providing assistance to any staff/volunteer working with a client in severe crisis such as Sexual Assault or Domestic Violence.
- Supervision of Case Management staff and Community Prevention Education staff.
- Responsible for coordinating clinical supervision of MSW Trainees and Student Interns and ASW's
- Provides guidance for counseling staff whose clients have suffered from DV or SA.
- Responsible for reviewing and oversight of all client intakes and assessments, documentation of sessions of client files.
- Responsible for filing reports as required or requested by the courts or other social service agencies.
- Responsible for working with the Training Coordinator to schedule counseling staff's participation in the legislatively required domestic violence and sexual assault counselor training program for agency staff and volunteers.
- Responsible for working with counseling staff to assist with preparing the training material.
- Participate as a trainer in the domestic violence and sexual assault training program.
- Provide information and statistics to local media outlets through interviews or written material to further the mission of the AAFVSA.
- Participate as a member of the Bethany Services, Inc. Management Team.
- Assist CEO and/or Contract Services Manager with audit preparation and facilitation.
- Provide support to the CEO as necessary.

Essential Position Requirements:

- Must be detail oriented and able to accurately and in a timely manner complete tasks.
- Must be able to handle multiple tasks, stressful conditions and deadlines.
- Must be flexible in order to handle changing priorities.
- Must be willing and able to work occasional evenings as needed.
- Must be willing to provide assistance during off hours as needed for emergencies or have established an acceptable replacement.

Marginal Position Requirements:

- Fluent in writing, speaking and reading Spanish
- Experience with counseling domestic violence and sexual assault victims/survivors and their children.
- Substance Abuse counseling experience.
- Computer experience to write letters, maintain databases or other record keeping systems.

Essential Physical Requirements:

- Must be able to read, write and speak legibly the English language to perform duties.
- Must be able to take notes while on the phone to perform duties.
- Must be able to sit or stand to operate computer, fax machine, copier, etc.
- Must be able to sit or stand for meetings and presentations/trainings.
- Must be able to bend to obtain files from the filing cabinet.
- Must be able to lift up to 10 lbs.