



## ***Clinical Services Coordinator, 8 hours/week***

We are inviting applications from Clinicians looking to add up to 8 hours/week to their schedule to support the day to day administrative / management functions of the clinical services team, including assigning referrals, ensure timely, high-quality services, and acting as the daily single point of contact for operations. This position also supports the director to orient, train, and develop clinical staff and others.

Clinicians are primarily responsible for providing direct services to children, families, individuals, and/or groups, and the successful candidate will retain these responsibilities in their existing hours, but will also spend up to 8 hours/week working in this Coordinator capacity to:

1. Review referrals for eligibility for program services, coordinate assignment of referrals; ensure timely services are provided, and retrieve required clinical documents from referring agencies and clients.
2. Act as the point of contact for clinical team with client-related matters like assigning/organizing crisis counseling requests, and for admin related matters: supplies, maintenance requests, connecting with IT support and similar.
3. Support the integration of policies, procedures and service delivery standards that ensure streamlined, high quality services and a positive experience for all clients
4. Assist in training staff in STAND!'s approach and processes: policies, protocols, documentation standards, data input, culturally responsive approaches, compliance, etc.
5. Assist in training staff in core skills including documentation, charting, funder requirements, etc. Provide ongoing coaching and support as needed
6. Assist in onboarding new staff to the team and provide ongoing support.
7. Orient, train, and supervise volunteers supporting the program.
8. Coordinate and/or deliver in-service training about programs/services, and other areas of expertise. Present at internal training events including orientations, DV Counselor training, etc.
9. Support director in program development and evaluation efforts: monitor and evaluate service provision, research, and promote changes that improve services and helps the team meet their goals. Support director to integrate program changes / improvement measures.
10. Train / provide administrative support for the team's program data collection; support director with data management and preparing and producing reports.
11. Collaborate with other coordinators to build capacity, communicate effectively, and coordinate and integrate services across client support services, and the agency.
12. Actively contribute to and participate in cross-agency work including all staff meetings, coordinator meetings, agency committees, etc.
13. Facilitate / attend meetings in absence of director.
14. Partner with director in safety and health-related activities and act as location safety representative. Implement safety protocols and activities within the team.

### **Required Qualifications:**

1. MA degree in Counseling, Clinical Psychology or Social Work
2. Registered with the BBS as L/AMFT or L/ACSW
3. 3-5 years' experience working the Clinical field
4. Strong assessment and clinical skills
5. Knowledge of DSM V diagnostic criteria

6. Demonstrated ability to build and maintain collaborative relationships with internal and external partners
7. Knowledge of community resources in Contra Costa County and/or other state/national resources for survivors and their families.
8. Experience producing reports, or pulling together data for another to produce reports
9. Strong writing and communication skills
10. Proficiency in computer skills, especially using Outlook, Word, Excel and customized databases
11. Strong organizational skills.
12. Adept critical thinker and problem solver with demonstrated ability to effectively coordinate response to crisis situations
13. A growth, learning, development orientation
14. Flexibility to work additional hours when needed

**Preferred Qualifications**

1. Bilingual Spanish/English
2. Previous experience training, coaching, and/or providing guidance to staff and/or volunteers

**To apply:**

Currently open to existing STAND! employees. Apply by emailing a cover letter, resume, and completed Internal Transfer/Promotion form to: [resume@standffov.org](mailto:resume@standffov.org) by 5pm Tuesday July 19.

**STAND! For Families Free of Violence is an Equal Opportunity Employer committed to staff diversity. We welcome qualified persons of all backgrounds to apply.**

**Posted:** 7/13/22