



**Job Title:** Clinical Program Manager (LCSW or LMFT)

**FLSA Status:** 1 FTE, Exempt

**Annual Rate Range:** \$75,000 - \$80,000

**Prepared Date:** 6/2/2021

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The Family Justice Center is a warm and welcoming one-stop center for victims of interpersonal violence (IPV) -- domestic violence, sexual assault, child abuse, elder abuse and human trafficking. The Contra Costa Family Justice Alliance operates three Centers located in Antioch, Concord, and Richmond.

The Family Justice Center is overseeing the **Contra Costa Trauma Recovery Center (CCT)**, designed to help victims of violent crimes overcome barriers to accessing mental health treatment, health care, and legal resources in the acute aftermath of trauma. The CCT serves recent victims of violent crimes, including survivors of domestic violence and human trafficking, physical assault, sexual assault, gunshot wounds, and stabbings.

*COVID-19 response: The Family Justice Center is considered an essential service and this position will require working on-site. The Center has established safety protocols, guided by County Health guidance, to prioritize the safety and wellness of staff, partners, and clients.*

### **POSITION SUMMARY:**

We are accepting applications for one full-time Clinical Program Manager for the Contra Costa Trauma Recovery Center (CCT). This position will preferably be stationed in the **East Center in Antioch**. The CCT Clinical Program Manager will orient and train new CCT clinical staff to provide assertive outreach, clinical case management, and trauma-informed, evidence-based psychotherapy services. They will also develop policies and procedures to case referrals, monitor client flow, and develop/maintain community partnerships. They will also carry a caseload of individual clients and may facilitate group treatment.

This is a 1.0 FTE position (37.5) hours per week. We provide generous fringe benefits, including paid holidays, annual and sick leave, health insurance coverage, dental and vision coverages, and retirement benefits.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop policies and procedures to direct case referrals to CCT, monitor client flow, and develop/maintain community partnerships.
- Determine caseload for all CCT team of navigators and clinicians based upon number of intakes and open cases. This will be done in consultation with other clinical supervisors when applicable.
- Conduct screening interview with all incoming clients, including needs assessment,

safety plan, service plan, and follow-up plan.

- Facilitate training for staff and partners; coordinate and attend outreach events.
- Participate in active, ongoing case-planning with CCT team and on-site MOU partners.
- Carry a caseload of individual clients and facilitate group treatment.
- Monitor and report on program deliverables.
- Perform other duties, functions, special projects, and responsibilities as assigned and deemed necessary by the Executive Director.

#### **EDUCATION AND EXPERIENCE:**

- Licensed in the State of California (LCSW or LMFT) required.
- Minimum of four years' experience relevant to the position: case management, victim advocacy, legal advocacy, or criminal justice experience.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated knowledge of or a background in domestic violence, sexual assault, child abuse, stalking, elder abuse, or human trafficking.
- Experience providing counseling/therapy and working with complex, chronic trauma and using trauma informed interventions.
- Excellent oral and written communication skills, including public speaking and proofreading.
- Strong analytical and organizational skills and problem-solving capabilities.
- De-escalation, conflict resolution and crisis-management skills.
- Project management experience and report writing skills.
- High comfort with data collection and evaluation.
- Ability to travel.
- Ability and willingness to learn new areas and practices.
- Teamwork and interpersonal flexibility.
- Microsoft Word, Excel, and Google features proficiency.

#### **APPLICATION PROCESS:**

To apply to this position, please submit a **cover letter and resume** to: [isabella@cocofamilyjustice.org](mailto:isabella@cocofamilyjustice.org) no later than July 15st, 2021. Please explain in your cover letter: (a) what you are interested in this position; and (b) why you believe that you are qualified for the position. **We will not review your application without a cover letter.**

We practice equity in all aspects of the organization and value diversity of culture, thought, and lived experiences. We seek talented, qualified individuals who will contribute to the culture of diversity and inclusion at the Family Justice Center.