



JOB DESCRIPTION

<u>TITLE:</u>	Clinical Director
<u>REPORTS TO:</u>	Early Education Center & Early Head Start Director
<u>DEPARTMENT:</u>	Agency-Wide
<u>STATUS:</u>	Full-Time Exempt
<u>SUPERVISES:</u>	Yes

AGENCY OVERVIEW:

Westside Children's Center (WCC) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 25 years, WCC has been providing thousands of at-risk children and their families with critical, high-quality early education programs (including comprehensive Early Head Start services), family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including disabilities screenings, nutrition, dental and vision screenings, and pediatric health consultations.

JOB SUMMARY:

The Clinical Director is responsible for clinical support of all WCC programs including Early Education, Child Welfare, and the Infant and Early Childhood Mental Health internship program. The role of the Clinical Director is to support direct service staff and interns in providing high quality services to families, and ensuring that legal and ethical standards are being met. The Clinical Director is also responsible for oversight of agency- wide mental health and disabilities services. The Clinical Director also participates in staff development and training, and collaboration with community partners. The Clinical Director provides oversight of the Infant and Early Childhood Mental Health internship program; and works closely with the Chief Program Officer in providing agency-wide clinical support of staff and programs, as well as crisis intervention.

ESSENTIAL JOB DUTIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide clinical supervision to direct service staff in positions including, but not limited to, In-Home Outreach Counselors, Resource Family Approval Social Workers, Family Preservation Assessors, Case Managers, Home Educators, and clinical interns, depending on the needs of the Agency
- Provide clinical supervision to license eligible clinicians and sign off on licensure hours
- Provide administrative supervision to clinical program managers, depending on the needs of the Agency
- Supervise the Clinical Specialist in overseeing the conducting of Family Preservation Assessments and assist with reviewing/conducting assessments depending on needs of the program
- Supervise the Disabilities Manager in overseeing agency-wide disabilities services and ensuring that children are receiving developmental screenings, supports, and referrals for disabilities services
- Ensure that best practices and legal and ethical standards are being met

- Facilitate Multidisciplinary Case Planning Committee meeting for families and create a goal focused service plan
- Attend Child and Family Team meetings at DCFS to assist in reducing child safety risk and making appropriate action plans
- Attend Multidisciplinary Case Planning Committee Meetings and Needs and Services Plans Meetings, as needed
- Make referrals to appropriate services and follow through on all referrals identified on the service plan
- Monitor, review, and sign off on all relevant documents completed by staff
- Support agency staff through ongoing training and supervision in handling high risk clients
- Provide emergency response/crisis intervention for high-risk cases
- Audit clients' charts to ensure quality and compliance with agency program requirements
- Coordinate and provide clinical trainings for staff and interns
- Provide clinical and on-duty supervisor coverage
- Network with existing partners and identifying new community partners to enhance clinical services
- Represent the agency at community partnership meetings and contract meetings
- Collaborate regularly with other community partners including DCFS, DMH, and Probation
- Provide oversight for WCC's Infant and Early Childhood Mental Health internship program
- Participate as a member of the Safety Committee, and the Performance and Quality Improvement Team
- Participate in the development of clinical policies and procedures, clinical documentation and charting systems, and group curriculum
- Participate in funding applications process
- Participate in the recruitment, hiring, and training of direct service staff and interns
- Evening hours may be required
- Other related duties as assigned; in accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description
- Staff must believe in and act in accordance with both the Agency's and the program's mission/vision statements, adopted theoretical frameworks, and philosophy

QUALIFICATIONS & EDUCATION:

- Master's Degree in Marriage and Family Therapy, Social Work, or Psychology required
- Current license as an LMFT or LCSW in the state of California required
- Two years post licensure and ability to provide clinical supervision to clinicians working towards licensure, and sign off on BBS licensing hours required
- Commitment to social justice, inclusion, and client centered advocacy
- Knowledge of DSM 5 Diagnosis
- Experience working with high-risk populations
- Experience working with DCFS, child abuse/neglect prevention and early education preferred
- Experience with infant mental health and work with the 0-5 year old population preferred
- Experience working in a DMH program, preferred
- Excellent clinical and crisis intervention skills, and passion for teaching clinical interventions
- Knowledge of community resources and experience with interagency collaboration
- Experience or comfort with home visiting
- Ability to work in a multidisciplinary team approach
- Ability to handle multiple projects and deadlines
- Ability to think creatively and apply innovative strategies to child abuse prevention and interventions for children and families, particularly those with very young children
- Ability to effectively establish rapport and maintain appropriate boundaries with supervisees, staff and clients
- Ability to communicate effectively – verbally and in writing
- Strong organizational skills
- Commitment to teamwork

- Basic computer skills required – Word, Excel, Software applications
- Experience working with diverse groups and populations
- Bilingual in English and Spanish preferred but not required
- Passionate about learning and possesses curiosity about issues affecting children and families
- All employees, regardless of position, serve as role models for children and families who are served by our agency.
- Class “C” driver license and proof of automobile insurance
- Personal transportation required
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical and PPD risk assessment

Westside Children’s Center is an equal opportunity employer, encourages all applicants, and seeks to hire qualified staff who reflect the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, nationality, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.

FOR CONSIDERATION:

- Send cover letter and resume to hr@westsidechildrens.org