



## JOB DESCRIPTION

<b>JOB TITLE: Clinical Services Coordinator</b>	
<b>Job Family:</b> Clinical	<b>Supervisor:</b> Director of Clinical Services
<b>Classification:</b> Full-Time; Exempt; Salaried	<b>On-Call Responsibilities:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Expected Schedule/Hours of Work:</b> 40-45 Hours per Week Monday – Friday business hours with some evenings and weekends required	
<b>Title(s) of Immediate Subordinates:</b> Student Interns	<b>Total Number of Employees Supervised:</b> Directly: 0 Indirectly: 13

### POSITION SUMMARY:

The Clinical Services Coordinator is responsible for coordinating all aspects of the clinical student intern program, providing clinical supervision for employees who are under supervision for licensure, and managing the clinical program waiting list. Additionally, the Coordinator will assist the department Director with day-to-day tasks and quality improvement activities.

### ESSENTIAL FUNCTIONS:

- Provide group and/or individual therapy services to survivors of domestic violence (see Therapist Job Description) as requested by the Director of Clinical Services.
- Under the supervision of the Director of Clinical Services, execute the responsibilities associated with the smooth functioning of the clinical services wait lists.
- Coordinate all aspects of the clinical student internship program, including maintaining relationships with local educational institutions, recruiting students, and interviewing students for possible placement as an intern.
- Provide and/or coordinate onboarding, orientation, and required training to all clinical interns and new Therapists.
- Provide regular and ongoing supervision to clinical interns, including delegating tasks and following up on tasks; and providing regular supervision, coaching, counseling, performance evaluations, and disciplinary action as needed.
- Assist the Director of Clinical Services in providing clinical supervision for licensure for staff seeking to become an LPC.
- Participate in continuous quality improvement activities such as maintaining QA standards and ensuring accurate and timely data entry and reporting.
- Assist the Director of Clinical Services in developing and providing trauma-informed care and healthy boundaries training to all Hope House employees, and in-service trainings to clinical staff.
- Represent Hope House at community meetings, give tours, and facilitate speaking



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engagements as requested.

- Follow all Hope House service philosophies, policies, and procedures.
- Perform other duties as requested.

### IMPORTANT COMPETENCIES (Knowledge, Skills, and Abilities)

- Demonstrate advanced clinical skills.
- Speak effectively in a group setting.
- Build and maintain positive relationships with ancillary providers.
- Maintain appropriate boundaries when working with clients and agency personnel.
- Maintain confidentiality, neutrality, and professionalism in role.
- Multi-task and work in a fast paced environment.
- Work effectively with persons who have diverse styles, abilities, motivations, and backgrounds.
- Demonstrate advanced computer and digital literacy skills.
- Demonstrate excellent organizational skills and follow through.
- Demonstrate advanced knowledge of the dynamics and causes of domestic violence and a commitment to end domestic violence as a social problem.
- Adapt to change productively and handle other tasks as assigned.
- Concentrate and perform accurately.
- Work a variety of schedules, depending upon the needs of the program.
- Work under the stress of deadlines.
- Demonstrate strong written and oral communication skills.

Post offer, pre-employment screening requires successful completion of a Children's Division screening and criminal background check; and valid driver's license, current motor vehicle insurance, and acceptable motor vehicle record report.

### WORK ENVIRONMENT and PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, climb, hear, and reach with hands and arms. The employee may occasionally lift and or move objects weighing up to 25 pounds. Specific vision abilities required by this job include close, distance, color, peripheral, depth perception and ability to focus.

### TRAVEL REQUIREMENTS

This position will be required to travel between Hope House locations. Periodically, this position may be asked to transport clients in their own vehicle or in the company vehicle with valid driver's license.



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### EDUCATION AND EXPERIENCE:

#### *MINIMUM QUALIFICATIONS:*

- Licensed Professional Counselor in the state of Missouri.
- A minimum of two years of post-licensure clinical experience.

#### *PREFERRED QUALIFICATIONS:*

- Bilingual in English and Spanish.
- Prior experience working with survivors of domestic violence.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.*

***Hope House is an Equal Opportunity/Affirmative Action Employer***