

**POSITION: CHILDREN'S TREATMENT COORDINATOR II**

**Posting#992370-1117jhm**

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606  
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*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## **JOB ANNOUNCEMENT**

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**\*\*\*May underfill as Children's Treatment Coordinator I #2352\*\*\***

THIS POSITION IS BASED UPON GRANT FUNDING

### **REQUIRED ATTACHMENTS TO APPLICATION:**

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

**STARTING SALARY: Step 45-\$26.31-Step 51-\$30.23 per hour, \$2,105-\$2418 Bi weekly**

**\*\*\* #2352 Step 38-\$22.36-Step 44-\$25.70 per hour, \$1,789-\$2,056 Bi weekly\*\*\***

**Salary will be determined upon experience and or education**

**Plus benefits package - Step increase available after completing probation and annually thereafter.**

**OPENING DATE: November 7, 2017**

**CLOSING DATE: Open Until Filled**

All applications received by November 14, 2017 will be screened by the HR Office. Those applications meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The HR Office will continue to consider qualified candidates, as needed, until the position is filled.

***The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months***  
**For additional information see the job description at - <http://www.utahcounty.gov/jobs>**

**JOB SUMMARY:** Under general supervision of the Executive Director - Children's Justice Center and as a licensed mental health professional, coordinates and oversees treatment services for child abuse victims and their families and provides training for community treatment providers.

**DUTIES INCLUDE:** Coordinate the Children's Justice Center Child Abuse Treatment Program; maintain and coordinate the essential specialized, age-appropriate group treatment elements consistent with grant requirements; maintain information and contacts for making specialized individual child abuse treatment referrals to community providers. Recruit, maintain, and coordinate age-appropriate treatment groups to serve child abuse victims; track treatment usage and outcomes of intervention processes. Interact with local and state-wide treatment providers and social service agencies to facilitate collaboration efforts. Assist in the development of treatment groups for child abuse victims and non-offending parents.

Provide direct intervention services to alleged child abuse victims and non-offending family members onsite or by telephone; assess the mental health and needs of the child and parents and provides appropriate treatment and/or recommendations using information obtained during intake interviews, collateral contacts, and by reviewing assessment results; make treatment or social services referrals to various agencies and refers cases for criminal investigation according to applicable laws and regulations.

**DUTIES (cont.)** Create and submit accurate records and documents according to compliance standards and established time requirements; prepare statistical reports to assist in monitoring program services, expenditures, and grants. Participate in ongoing training to maintain "state of the art" knowledge and enhance therapeutic skills related to child abuse treatment, Post Traumatic Stress Disorder, and child and family development, etc. Coordinate and assist with training of multi-disciplinary team members, community treatment professionals, Social Work interns, CJC volunteers, and others regarding child abuse issues, child development and assessment trauma intervention, and specialized age-appropriate therapeutic modalities and intervention skills; assist in developing and promoting a multi-disciplinary team approach in case management to benefit the child and family.

Act as an agency representative in court and interagency meetings and provide information to judges and other legal personnel as required. Oversee, train, and evaluate graduate student interns and coordinates their scheduling with the Director. Perform advanced assessments to identify child risk factors and safety concerns and make professional therapeutic recommendations. Oversee the presentation and facilitation of professional training; prepare schedules and curriculum; recruit, train, and assign instructors as necessary.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

**Considerable Knowledge of:** interviewing methods and techniques, social casework principles and methods, and mental health assessment instruments.

**Knowledge of:** clinical diagnostic methods and principles, various modalities of psychotherapy and counseling, and abnormal psychology, federal, state and local ordinances and policies regarding therapeutic issues, the criminal justice system.

**Skilled in:** identifying and assessing symptoms of child abuse, using crisis intervention techniques, training and teaching others.

**Ability to:** maintain cooperative working relationships with those contacted in the course of work activities, communicate effectively verbally and in writing, prepare comprehensive case reports and statistics.

**REQUIREMENTS FOR EMPLOYMENT:** Master Degree in Social Work, Marriage and Family Therapy, or Psychology from an accredited college or university. Two (2) years of direct clinical work experience in an appropriate treatment field (child abuse, mental health, victim counseling, and/or substance abuse) indicating full competency in clinical diagnostic assessment skills and in developing and reviewing individualized treatment plans. Equivalent combinations of education and experience may also be considered. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSURE/CERTIFICATIONS:** Must possess and maintain licensure under the Mental Health Professional Practice Act (UCA 58-60) as a Licensed Clinical Social Worker (LCSW). Applicant must possess a current driver license and obtain a valid State of Utah driver license within 60 days of employment.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.