

POSITION: Assistant Clinical Coordinator – CJC

Posting# 992046-0718sr

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

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

THIS POSITION IS GRANT FUNDED WITH BENEFITS

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REQUIRED ATTACHMENTS TO APPLICATION:

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

STARTING SALARY: Step 35 – 41 \$1,721.38 - \$1,979.38 Biweekly

Salary will be determined upon experience and or education

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

OPENING DATE: July 12, 2018

CLOSING DATE: July 26, 2018

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 direction of a Clinical Therapist II, assesses individual client needs, provides crisis intervention, facilitates the provision of appropriate services and referrals, and monitors the progress of individual child victims.

DUTIES INCLUDE:

Facilitates necessary clinical intervention to assist in the review, staffing, and treatment processes during the investigation of child abuse cases.

Facilitates the involvement of law enforcement, protective services, County Attorney, medical and mental health treatment personnel, and other agencies with the alleged abuse victims and their families.

Provides crisis intervention services to the child and family members on site and by telephone.

Gathers information to be used in the social assessment and services planning process of the multi-disciplinary team.

Provides individual and group mental health treatment referrals as needed for the alleged child victim and family.

Presents criminal justice system processes information and education relative to child abuse issues for the child victim's non-offending parent or guardian.

Tracks treatment usage and outcome of the intervention processes.

Assesses the emotional state of the child and family and makes recommendations for action to the multi-disciplinary team.

Helps establish a non-threatening environment for children and families.

Assists in implementing procedures to assist agencies to obtain evidence useful for criminal prosecution and protective action in civil proceedings in a manner which does not further traumatize the child.

Assists with the training of team members, professionals, and volunteers pertaining to child development, emotional needs of children, family dynamics, and accomplishing the necessary interviews without further trauma for the child.

Facilitates a multi-disciplinary team approach in case management in behalf of the child and family. **Helps** coordinate communication with the family of an allegedly abused child.

Facilitates the flow of information between the agencies responsible for criminal prosecution, protective action, and agencies responsible for therapeutic services.

Ensures process continuity and maintains case records according to Center policies and procedures.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: Social services systems including protective service programs and procedures the criminal justice system.

Skill in: Public relations, crisis intervention techniques, and effective interviewing and counseling.

Word processing and data entry.

Document composition.

Analytical problem solving.

Ability to: Maintain cooperative working relationships with those contacted in the course of work activities.

Communicate effectively verbally and in writing.

Maintain confidential information.

Maintain files, records, and reports.

Coordinate multiple tasks effectively and efficiently.

Operate audio/video equipment.

REQUIREMENTS FOR EMPLOYMENT:

A Bachelors Degree in Social Work, Psychology, or related field and two (2) years direct services work experience in a child related clinical, social services, or primary education setting OR a Master's Degree in Social Work, Psychology, or a related field.

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:

Applicants must possess a valid State of Utah driver's license and have status with the State of Utah as a Social Service Worker (SSW) or equivalent under the Mental Health Professional Practice Act (UCA 58-60). Incumbent is required to complete continuing education required to maintain licensure.

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.