

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

POSITION IS BASED UPON GRANT FUNDING
HALF TIME, WITH BENEFITS, FLUENT SPANISH SPEAKING REQUIRED

POSITION: FAMILY SERVICES PROVIDER/COORDINATOR II

Posting #992373-0216jhm

May underfill at Family Services Provider/Coordinator I #992378

REQUIRED ATTACHMENTS TO APPLICATION:

- Language Skills Supplement
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure, Licensed Clinical Social Worker

STARTING SALARY: Step 45, \$26.31 per hour, \$1,052.00 Bi weekly, based upon half time

#992378 - Step 38, \$22.36 per hour, \$894 Bi weekly, based upon half time

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

OPENING DATE: January 22, 2016

CLOSING DATE: Open Until Filled

***All applications received by February 5, 2016** will be screened by the Personnel Office.

Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Personnel 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: Performs as a licensed social worker in coordinating and providing mental health services for victims of crime and their families through the Family Justice Program.

Family Services Provider / Coordinator II: This advanced level of the series is a Licensed Clinical Social Worker (LCSW). Incumbents in this classification work under the general supervision of the Executive Director-CJC and are capable of providing independent counseling services and training and leading others.

Family Services Provider / Coordinator I: This working level is licensed as a Certified Social Worker (CSW) and performs under general supervision of the Executive Director-CJC and direct supervision of a Licensed Clinical Social Worker (LCSW).

DUTIES INCLUDE: Family Services Provider / Coordinator II

Provides direct counseling services to victims without clinical supervision. Oversees and/or trains professionals, interns, and volunteers in all aspects of the Family Justice Program. Coordinates the Family Justice Program by providing evening clinics in order to provide clients access to intake services from multiple service agencies at one location; solicits and coordinates the involvement of multiple community service agencies and mental health providers.



Provides crisis intervention services to victims of crime on site and by telephone; provides emotional support, facilitates timely access to multiple essential services, and coordinates therapeutic treatment program access for the victim and impacted family members; provides assessments and referrals for mental health services as necessary. Provides direct clinical intervention to assist in the review, service staffing, and treatment processes for victims of crime. Facilitates a multi-disciplinary team approach in case management on behalf of victims; coordinates services with multiple service agencies and facilitates the flow of information between the agencies responsible for services as appropriate. Oversees decisions involving program delivery and protocol for the program. Assists outside agencies in implementing procedures to improve their accessibility and intake processes for clients. Ensures process continuity and maintains case records according to Children's Justice Center policies and procedures; produces and submits timely statistical reports as required to maintain funding. Apprises the Family Justice Center Advisory Board and the Utah County Commission on conditions impacting the program and the community in general and recommends appropriate action.

EVALUATION AND SELECTION FACTORS INCLUDE:**Family Services Provider / Coordinator II:**

Considerable Knowledge of: social services systems including protective service programs and procedures; principles and practices of social assessment; principles and practices of providing therapeutic intervention without clinical supervision; criminal justice system; laws, ordinances, and policies relevant to work performed.

Advanced Skill in: providing crisis intervention and short term counseling; public relations.

Ability to: effectively train and lead others; provide independent therapeutic intervention.

Working Knowledge of: social services systems including protective service programs and procedures; principles and practices of social assessment; principles and practices of providing therapeutic intervention; criminal justice system; laws, ordinances, and policies relevant to work performed.

Skill in: providing crisis intervention and short term counseling; public relations; creating and maintaining files, records, and reports; coordinating multiple tasks efficiently.

Ability to: maintain cooperative working relationships with those contacted during the course of work activities; coordinate and facilitate communication between multiple agencies and professionals in accordance with professional standards; communicate effectively verbally and in writing; maintain confidentiality

REQUIREMENTS FOR EMPLOYMENT:

Family Services Provider / Coordinator II: Master's degree in social work, psychology, or a mental health program approved by the Department of Professional Licensing (DOPL) and two (2) years of administrative and/or direct services work experience in a clinical, educational, victim services, or other related setting.

Family Services Provider / Coordinator I: Master's degree in social work, psychology, or a mental health program approved by the Department of Professional Licensing (DOPL). **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

*****Preference may be given to those applicants with bilingual Spanish speaking/reading skills.*****

LICENSURE/CERTIFICATIONS: Family Services Provider / Coordinator II: Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

Applicant must possess, and if selected maintain, licensure with the State of Utah as a Licensed Clinical Social Worker (LCSW).

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 Personnel 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 Personnel 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 Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.