

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ASSISTANT CLINICAL COORDINATOR - CJC  
CLASS CODE: 2046

FLSA STATUS: EXEMPT  
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 10/17/2014 (REVISED 06/28/2007 VERSION)  
DEPARTMENT: CHILDREN'S JUSTICE CENTER

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## **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.

## **CLASS CHARACTERISTICS**

This is the primary classification level responsible for coordinating client case management services.

## **ESSENTIAL FUNCTIONS**

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.

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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.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**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.

### **PHYSICAL DEMANDS**

**Typically:** sits at a desk or table.

**Occasionally** walk, stand, or stoop. Lift or otherwise move objects weighing up to 25 pounds. Use tools or equipment requiring dexterity.

**Regularly:** drive a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is performed in an environmentally controlled building; Work exposes incumbent to contagious or infectious diseases; and Work exposes incumbent to potentially hostile situations.

### **EDUCATION AND EXPERIENCE**

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.

Selected applicants are subject to, and must pass, a full background check.

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**LICENSING AND CERTIFICATION**

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.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.