Assistant Clinical Coordinator - CJC

Job Description

Department:	Children's Justice Center
Position:	Career Service
Grade:	721
Supervisory:	No
Reports to:	varies

Summary

Under general guidance and direction of the assigned supervisor, assesses individual client needs, provides crisis intervention, facilitates the provision of appropriate services and referrals, and monitors the progress of individual child abuse victims. Coordinates client case management services.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Coordinate necessary clinical intervention to assist with the review, staffing, and treatment processes during the investigation of child abuse cases.
2. Coordinate involvement of law enforcement, protective services, county attorneys, medical and mental health treatment personnel, and other agencies with the alleged abuse victims and their families; facilitate the flow of information between agencies.
3. Assess the emotional state of the child and family; make recommendations for action to the multi-disciplinary team investigating the alleged abuse.
4. Provide direct crisis intervention services to alleged child abuse victims and non-offending family members on site and by telephone.
5. Gather information for the social assessment and services planning process of the multi-disciplinary team.
6. Provide individual and group mental health treatment referrals as needed for the alleged child victim and family.
7. Present criminal justice system information and education relative to child abuse issues to the child victim's non-offending parent or guardian.
8. Track treatment usage and intervention process outcomes.
9. Help establish a non-threatening environment for children and families; assist with implementing procedures to assist agencies with obtaining evidence useful for criminal prosecution and protective action in civil proceedings in a manner that does not further traumatize the child.

For Office Use Only

Job Code: 2046
Job Title: Assistant Clinical Coordinator - CJC
FLSA: Exempt
Effective Date: 9/1/2022
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

10. Assist with 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.
11. Assist with developing and promoting a multi-disciplinary team approach in case management that benefits the child and family.
12. Coordinate communication with the family of an allegedly abused child.
13. Ensure process continuity and maintain case records according to Center policies and procedures.

Knowledge, Skills, and Abilities

- Knowledge of social services systems, including protective service programs and procedures
- Knowledge of the criminal justice system
- Knowledge of child development
- Knowledge of various modalities of psychotherapy and counseling
- Knowledge of federal, state, and local ordinances and policies regarding therapeutic services
- Skilled in interviewing methods and techniques
- Skilled in crisis intervention techniques
- Skilled in word processing and data entry
- Skilled in document composition
- Skilled in analytical problem solving
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to maintain confidential information
- Ability to maintain files, records, and reports
- Ability to coordinate multiple tasks effectively and efficiently
- Ability to operate audio/video equipment
- Ability to stay calm while working with people in crisis situations

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work may expose incumbent to individuals with contagious or infectious diseases. Work exposes the incumbent to high-stress situations, including contact with the public in confrontational, emotionally charged, or uncomfortable circumstances. The noise level in the work environment is usually moderate.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee typically sits at a desk or table and is occasionally required to walk, stand, or stoop. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is occasionally required to type, file, and lift supplies up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work
Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel
Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience
1. Bachelor's Degree in Social Work, Psychology, or a related field.
2. Two (2) years of direct experience working in a child-related clinical, social services, or primary education setting.
   OR
1. Master's Degree in Social Work, Psychology, or a related field.

Additional Eligibility Qualifications
1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Applicants must 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).
3. Incumbent is required to complete continuing education required to maintain licensure.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement
It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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