

CAPS of the Blue Ridge, Inc.
Southern Virginia Child Advocacy Center
Clinical Services Manager

Employment Status: Part-time (18 hours)

Reports To/Supervised by: Executive Officer

Supervises: Associate Director of Clinical Services, Clinicians, Interns

Purpose: Maintains and oversees trauma-focused and empirically supported clinical services for victims and non-offending families of children referred to the CAC. Preferred models of treatment include Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) and Eye Movement Desensitization and Reprocessing (EMDR). Responsible for the overall quality of trauma focused services for victims and families through oversight of clinical policy development, programming, quality improvement, and staff competencies.

Time Commitment: 80% victim services, 20% administrative.
Occasional duties outside the typical work hours may be required.

Duties and Responsibilities:

Clinical:

- Performs assessment, diagnosis, and treatment in the form of counseling and psychotherapy for CAC referred clients utilizing approved trauma-informed models of service while promoting client autonomy and growth.
- Monitors compliance with regulatory and clinical standards of practice; productivity and quality assurance efforts, meet contractual reporting requirements and performance standards.
- Updates, maintains, and complies with CAC policies and procedures as they relate to clinical service operations.
- Provides supervision to all clinical staff and approved interns.
- Evaluates clinical practice and modify as needed to strengthen efficacy of services provided.
- Actively participates on the Child Abuse Review Teams while maintaining confidentiality and overseeing service referrals.
- Provides testimony, upon subpoena, on behalf of the victim receiving services.
- Adapts to changes in the work environment to include times of crisis. Capable of appropriate independent judgement to determine appropriate course of action in resolving problems and in emergencies.
- Creative and motivated to ensure the center's longevity and effectiveness in serving victims and their families while holding an appreciation to the center's history and successes.
- Seeks out, researches, and analyzes new treatment approaches for use by clinicians while considering current trends and societal impacts on clients and the community.
- Participates in the presentation of updates to clinical operational practice guidelines given to the Board of Directors for their review and organizational approval.

- Understands and ensures compliance with all requirements from local, state, and federal governing organizations and departments to include HIPAA and DBHD.
- Maintains annual training and necessary compliance with licensing board for the Commonwealth of Virginia. File training certificates and licensure documentation with Executive Officer.

Leadership:

- Provides overall programmatic and clinical oversight to assure consistency and continuity in the provision of services.
- Plans and managing program growth, development and evaluation, licensure of facility, special projects, budgets, annual work plans, and analysis of trends in program services.
- Researches grants and private funders to support program continuation. Manages and responds to project related inquiries, including summary and financial reports for submission to funding agents including compiling and preparing statistical reports.
- Maintains appropriate documentation of all assessment, diagnosis, counseling and psychotherapy provided for all clients to ensure continuity of services in the future utilizing filing systems and record keeping systems in compliance with all relevant regulatory bodies.
- Ensures compliance with agency training requirements for self and staff. Models a commitment to personal and professional area for development and growth.
- Maintains knowledge of current research, trends, and resources relevant to the agency, community partners, and community at large.
- Balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; and supports everyone's efforts to succeed.
- Models professionalism with respect for others, ability to organize the team, punctuality, dedication to the team, and delegation of tasks. Elicits trust from coworkers, system partners, and the community by being honest, respectful, and diligent in their work.
- Assists the Executive Officer as needed on initiatives and to ensure a positive work climate, which is client-focused, and trauma informed.

Qualifications:

- Graduate or doctoral degree in social work, psychology, or other related mental health fields required.
- TF-CBT and/or EMDR training recommended. If not trained in these models, training must be completed in one of these models within 9 months of hire.
- At least 5 years of experience in a supported mental health field required. Experience utilizing telehealth is a plus.
- Ability to travel as required.
- Supervisory experience in a mental health agency is preferred.
- Knowledge of the Child Advocacy Center model of service preferred.
- Experience in providing clinical supervision preferred.
- Excellent communication skills required—interpersonal, verbal, presentation and written
- Proficiency using electronic health records platforms, “Therapy Notes” recommended.
- Experience in grant reporting preferred.
- Experience using Microsoft Office preferred.

Required Licenses:

- Must be licensed by the State of Virginia as a Licensed Professional Counselor or a Licensed Clinical Social Worker.

Positions are funded using primarily grants funds, private foundations and/or other forms of private funding. If funds are no longer available to support this position, it may be discontinued.

Note: This job description indicates in general terms the type and level of work performed and responsibilities held by the employee. Duties described are not to be interpreted as being all-inclusive. A background check will be conducted prior to consideration of employment.

I acknowledge I have received this job description (a signed copy must be kept in personnel file).

Signature

Printed Name

Date

6/2014, 3/2016, 8/2018, 3/2019, 8/2021