

# Perry Multi-County Juvenile facility

## Position Description

<b>Working Title of Position:</b>	<b>Clinical Coordinator</b>
<b>Title of Immediate Supervisor:</b>	<b>Director</b>
<b>Training Hours Required:</b>	<b>40</b>
<b>Normal Working Hours:</b>	<b>Weekdays – flex as needed with approval from the Director Full time, minimum 40 hours a week- hourly</b>

**Summary Description:** Under the direct supervision of the Director, serves as Clinical Coordinator for all residents in the facility. Responsible for supervision and evaluation of staff as it pertains to treatment including individual, family counseling and cognitive treatment groups. Is responsible for establishing and maintaining professional relationships with all referral sources, primarily Juvenile Judges and Probation Departments. Supervises all referral information, intake assessments, admissions, treatment team meeting, treatment plans, discharge plans and cognitive treatment groups.

**Education/Experience:** Combination of education and work experience, which provides the necessary skills and knowledge for successful performance of required duties. Qualifications are a Master's Degree in Social Work or Counseling. Independently licensed or arrangements made to be supervised until independent license can be maintained. Fundamental computer skills in the areas of data entry, word processing and spreadsheets. Must be 21 years of age, have possession of a valid Ohio Driver's License. All applicants must be able to pass required background check, drug screen, pass the Diana screen and child abuse registry check.

**Knowledge:** Comprehensive understanding of juvenile justice, community corrections, and social service delivery systems. Modern principles, practices, and methods of adolescent behavior management. Proper safety and security policies and regulations. Principles, practices, and methods of personnel management, organization, administration, and training. Applicable federal, state, county, and local laws, regulations, ordinances, and policies. Policy/procedure and grant writing. Reporting and information practices required by county, state and federal agency regulations.

### Job Duties

- Supervises treatment plans with and supervise treatment plan updates for residents and/or family on caseload
- Provides individual (individual therapy is at least one contact per week), family, and group therapy and completes necessary documentation
- Completes all necessary assessments for youth within five business days of admission
- Completes all required PREA training of youth within 24 hours of admission
  - If a resident has experienced prior sexual victimization in any setting the Counselor will meet with the resident within 14 days of intake
  - Evaluation and treatment of sexual abuse victims shall include follow up services, treatment plans and referrals to continued care following their transfer to or placement in other facilities, or their release from the facility
- Completes Mental Health Assessment within 30 days of Admission
- Makes appropriate internal and community referrals
- Develops and implements special behavior modification plans as needed
- Assists with pre-service and in-service staff training on relevant topics as requested and to meet DYS/ACA requirements
- Reports any suspected abuse/neglect situations.

- Provide supervision to interns that are working on Associate/Bachelor degrees. May provide supervision to Master's level interns if independently licensed
- Evaluates and interprets appropriate assessment instruments used for youth on assigned caseload
- Answer inquiries and act as liaison with Courts and other appropriate agencies for youth on caseload
- Attends all meetings as required
- Maintains documentation of all services provided to youth
- On call 24 hours/7 days a week
- Maintains strict confidentiality with respect to all information obtained and processed in the program.
- Complete trainings as required by the Marriage, Family, and Social Workers Board of Ohio, while maintain licensure.
- Evaluates and monitors all RCW in teaching facility groups on a quarterly basis, assuring that RCW and residents are implementing treatment goals and objectives into facility groups.
- Oversees the RCW's implementation, evaluation and supervision of staff through teaching and instruction in the cognitive behavioral teaching
- Is responsible for oversight of the resident's phase system and monitoring resident progress through the phase system
- Oversees the development and implementation and evaluation of all groups and cognitive based treatment programs.
- Complete a monthly report for the Director highlighting the number of sessions (individual, family and groups), and progress of each youth, and any other pertinent information
- Supervised discharge plans prior to release hearing that includes a current and complete history of the juvenile's activities in the facility and proposed release plan for juvenile on caseload
- Keep track of the number of groups for facility to meets 10 group hours per week
- Work with the Case manager to provide a bi-monthly progress report to the parents or legal guardians of each juvenile on caseload in the form of a facility progress report
- Completes, assists in, and supervises other related duties as assigned

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by this position