

**SUPERVISING CLINICAL SOCIAL WORKER-**  
**Justice for Children Advocacy Center (HELP Program)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional level position providing administrative work which involves responsibility for the administration and supervision of Mental Health providers and subordinate staff in the planning and implementation of programs and services provided by the Justice for Children Advocacy Center. Work is performed under the general supervision of Justice for Children Advocacy Center Program Coordinator. Does related work, as required.

**TYPICAL WORK ACTIVITIES:**

Provides mental health screening and assessment of children served by the Justice for Children Advocacy Center (JFCAC) and makes referrals to long term mental health therapy/resources if appropriate;

Provides individual, family and group therapy to children, non-offending caregivers, and families who have been impacted by violence;

Accompanies children and families to court when necessary;

Provides consultation services to other professionals working with children and their non-offending caregivers;

Collaborates with other JFCAC staff and multidisciplinary team (MDT) members in decision making processes that preserve and enhance the mental health of children served by the JFCAC;

Write and maintains individual case records for each client and other program statistical records as required;

Provides clinical supervision to mental health providers contracted to provide services at JFCAC offices;

In collaboration with the JFCAC Program Coordinator recruits, interviews, and orients new mental health providers who contract with the JFCAC to provide mental health services;

Assists in the evaluation of training needs of contracted mental health providers and maintains documentation of continuing education units as required by the NYS Office of Children and Family Services and the National Children's Alliance;

Collects and maintains grant-required program statistical records for all mental health treatment providers at the JFCAC;

Coordinates bi-weekly in-house case review meetings;

Coordinates scheduling and coverage for mental health services in the Batavia, Albion, and Warsaw Offices;

Works in collaboration with the JFCAC Program Coordinator ensuring that mental health services are being provided in compliance with National Children's Alliance, NYS Office of Children and Family Services, NYS Office of Victim Services, and NYS Office of Mental Health Services standards;

Attends and participates in staff meetings, quarterly MDT training, and MDT case review meetings;

Completes continuing education units as required by the National Children's Alliance Accreditation Standards and the needs of JFCAC clients;

Takes part in speaking engagements, panel discussions, and community and professional training activities that further the understanding of the mental health impact of child abuse and trauma;

Does related work as required.

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The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the principles, methods, procedures and practices of psychiatric social work, functioning of mental health community facilities and the scope of services rendered, and of community resources and how to use them effectively; ability to work effectively with others in a multidisciplinary setting; ability to provide professional leadership; ability to organize work effectively; ability to make sound decisions, with or without direct supervision; knowledge of child sexual abuse dynamics; knowledge of normal sexual and child developmental phases; knowledge of criminal law and the criminal justice system; knowledge of child protection and juvenile court system; ability to prepare and present oral and written reports; tact, courtesy, mental alertness.

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

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**MINIMUM QUALIFICATIONS:**

Possession of a Master's Degree in Social Work MSW (Masters of Social Work) from a regionally accredited college or university or a graduate school approved by the New York State Department of Education, **AND** must be licensed by NYS in Social Work (LCSW), **AND** two (2) years of post-graduate experience providing mental health treatment to children who have experienced trauma or abuse.

**SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:**

Possession of a valid NYS driver's license.

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**SPECIAL REQUIREMENT FOR APPOINTMENT or must be obtained within the first eighteen (18) months of employment:** Training in trauma focused cognitive behavioral therapy and parent-child interaction therapy.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.