Clinical Coordinator

Our Counseling program is in need of a Clinical Coordinator. The Clinical Coordinator is the direct supervisor for members of the Clinical Team who work to meet the needs of children and families. Youth & Family Services, Inc. (YFS) counseling provides person-centered counseling and mentoring for children ages 3 through 21. Counseling focuses on individual and family strengths to address life changes and circumstances. Our primary areas of focus are trauma, crisis intervention, substance abuse, co-occurring disorders, social skills, and positive peer and family relationships. YFS clinical services are provided at no cost to clients.

The Clinical Coordinator is required to have a Master’s degree in a related field, experience in a non-profit setting, counseling licensure, and experience in supervision of staff and program preferred.

The Clinical Coordinator’s responsibilities are as follows:

- Provide individual, group and family counseling services as appropriate.
- Oversee the referrals for the Clinical Department to include Outreach, Drug and Alcohol, CARS, FTOP and Group referrals.
- Serve as the direct supervisor for the counseling team ensuring appropriateness of referrals to staff.
- Facilitate the summer counseling program.
- Facilitate good working relationships with the schools regarding Outreach Services.
- Ensure a member of the team is available for crisis management and on-call at all times.
- Provide direct supervision to staff in crisis.
- Provide clinical supervision to staff, practicum students, and internship students.
- Ensure the Community Programs Director is made aware of all incidents that occur immediately.
- Oversee file management to ensure files are completed in a timely manner and meet all requirements for oversight agencies and certifications to include CARF, OJA, OAYS, OHCA and DMHSAS.
- Provide oversight for the implementation of agency policies pertaining to file management.
- Facilitate clinical staffing’s and case consultations.
- Ensure clinical staff receive appropriate training for job responsibilities.
- Supervise quarterly Quality Assurance review for counseling program files.
- Prepare and schedule staffing on each client as needed.
- Maintain accurate case files on each client; including progress notes, service plans, and assessment forms.
- Provide youth advocacy, tutoring, mentoring, case management, and counseling services as needed. Counseling includes individual, group and family counseling, education and vocation counseling.
- Work cooperatively with funding sources, community referral sources, school, grantors, and public agency services.
• Assume responsibility for personal development keeping updated on current knowledge, research, and counseling techniques. Attend required workshops relevant to job description and complete required continuing education.
• Conduct counseling sessions and provide case management that will accommodate the needs of clients at a location agreeable to both parties.
• If counseling sessions are conducted on school property, ensure that it is under the direction and cooperation of the school staff in a manner that will not interfere with other major scholastic activities and classes.
• Maintain client confidentiality at all times to include case files, phone records, verbal communication and all information.
• Ensure and assess ethical practices within clinical program.
• Provide required forms and records documentation needed to compile agency reports and statistics to Administrative Assistant or designated person in a timely manner.
• Attend speaking engagements to represent and educate the community regarding agency and counseling services as needed.
• Provide travel to clients as a matter of agency business only.
• Provide home-based therapeutic services only as appropriate.
• Follow agencies safety procedures and protocol.
• Perform all other reasonable duties as assigned.

Skills Needed
• Excellent writing skills
• Good presentation skills
• Microsoft Office skills
• Good organizational skills
• Comfortable in a fast-paced environment
• Leadership and managerial skills
• The ability to rally a team, bring people together around a common goal to meet the needs others.

Qualifications
• LCSW, LPC, LMFT, or LADC licensure
• Experience in non-profit setting

Salary:
To be determined by the Executive Director or Board of Directors at the beginning of each fiscal year and based on the availability of funds. The Executive Director or Board of Directors may initiate other salary changes at their discretion.

To apply or gain additional information please contact or send resume to Misty Huber at hr@yfsok.org or call 405-262-6555.