ORGANIZATIONAL BACKGROUND: The Crisis Center offers services to victims of domestic violence including crisis intervention, emergency shelter, therapy, legal advocacy, education and outreach to the region at-large. Serving Arapahoe, Douglas, Elbert, and Lincoln counties in Colorado, the Crisis Center is a proven leader in the domestic violence field, making significant and positive impacts in the healing and long-term self-sufficiency of victims.

POSITION SUMMARY AND CLASSIFICATION: The Clinical Program Manager provides therapeutic services to Crisis Center clients (limited caseload), oversees clinical programming, and provides clinical supervision to staff therapists and master’s level interns. This position is directly supervised by the Director of Programs. This is a full time (40 hours per week), salaried, exempt position.

ESSENTIAL FUNCTIONS: Responsibilities include the following and other duties may be assigned as needed.

1) Clinical and Administrative Supervision:
   a. Oversee clinical staff and interns.
   b. With assistance from Director of Programs, hire, train, supervise and evaluate clinical staff and interns.
   c. Oversee clinical training for clinical team, including interns.
   d. In conjunction with the Director of Programs, provide input to policies that impact the clinical program.
   e. Provide necessary clinical direction to staff and interns with the goal of assisting with clients.
   f. Meet with internship supervisors and complete any required tasks.
   g. Facilitates clinical team meetings and include members of the management team as necessary.
   h. Review monthly and quarterly clinical statistics for accuracy and program enhancement.
   i. Assist the Director of Programs with grant writing and quarterly grant reports.

2) Management Team
   a. Act as a liaison between agency management and clinical staff.
   b. In conjunction with Director of Program, develop program budget and oversee clinical budget.
   c. Act as a clinical liaison to the management team in establishing program goals, and program development.
   d. While specifically clinically program focused, provide leadership throughout the agency.
   e. Attend management team meetings.

3) Direct Clinical Services (limited caseload):
   a. Provide crisis intervention, determine eligibility for therapeutic services, complete intake, and complete assessments with clients requesting therapeutic services.
   b. Provide parent consultation, individual, group and family therapy to adults and children.
   c. Works one evening per week, to 7 p.m.
   d. Provide advocacy and follow up services as liaison between local agencies and clients; complete child abuse reports when necessary according to Colorado law requirements.
   e. Responsible for case management, treatment planning, assessing need for further services, and discharge planning.
   f. Provide termination and follow up services to clients on an individual basis.
   g. Maintain complete client files, including standard forms and progress notes. The Crisis Center utilizes an on-line client management system.
   h. Complete monthly and quarterly statistical reports.
   i. Insure that proper safety precautions and security procedures are followed.
   j. Attend staff meetings, clinical meetings, and individual supervision.
   k. Provides on-call coverage (weekdays, weekends and/or holidays) for crisis line, shelter and Lethality Assessment Program as needed.
EDUCATION AND EXPERIENCE:
1) Master’s degree, license required (LCSW, LPC, LMFT) and at least four (4) years post-licensure experience. Registered with DORA, as licensed therapist (LPC, LCSW, or LMFT)
2) At least two (2) years of experience providing clinical supervision to clinicians with knowledge of strengths-based performance evaluation.
3) At least (3) years of management/leadership, with experience in hiring, training, supervising and evaluating employees.
4) Two years experience with domestic violence, residential settings and non-directive play therapy is preferred.
5) Bi-lingual preferred.
6) Experience providing crisis intervention, group and individual therapy to children and adolescents.
7) Ability to multi-task and be flexible in a fast-paced environment.
8) Ability to work cooperatively with multi-disciplinary staff.
9) Ability to work with clients in crisis with multiple treatment and case management needs.
10) Strong written and verbal communication skills.
11) Computer knowledge to effectively utilize Microsoft Office.

Conditions of Employment:
- Must pass background check, including Colorado Bureau of Investigation (fingerprint) and Colorado TRAILS.
- Most hold a valid Colorado State Driver’s License and provide proof of insurance. This position may require use of personal vehicle to transport clients, travel between agency locations and/or attend meetings. Must be considered an approved driver by Crisis Center, and as directed by agency insurance provider.

Benefits:
Eligible for medical, vision and dental benefits (shared cost by employee), paid time off & yearly training allowance.

Salary: Salary range $60,000-$65,000

NOTE: This job description is not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework for the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by a person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements to the work of the Crisis Center and are subject to possible modifications to reasonably accommodate individuals with disabilities. Crisis Center is an Equal Opportunity Employer.

Equal Opportunity Employer
In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Crisis Center will be based on merit, qualifications, and abilities. The Crisis Center does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, sexual orientation, gender status, military status, age over 40, disability, or any other characteristic protected by law.