



Child Advocates of Fort Bend

www.cafb.org

Position: Clinical Director of Therapy Services
Program: Children's Advocacy Center
Reports to: CEO, Ruthanne Mefford
Hours: Full-time
Salary: Commensurate with experience
Job Industry: Non-Profit
Job Function: Management; Counselor/Therapist
Job Type: Full Time

Overview: The Children's Advocacy Center Clinical Director is responsible for the overall program direction and management of the day-to-day operations of the therapy department. Position provides therapeutic services to sexually abused, physically abused children, witnesses to violent crimes and non-offending family members. Supervises therapists, contract therapists, therapy interns and psychiatric fellows.

Responsibilities:

- Sets the clinical expectations for the program ensuring that therapies are evidence-based and designed for victims of trauma
- Supervises staff, determines workloads, sets schedules, evaluates staff performance, provides training, and makes hiring, promotion, and disciplinary recommendations
- Ensures that clinicians are trained
- Develops and supervises a clinical internship program that offers meaningful professional development for students and future clinicians
- Collaborates with the Program Director to ensure cohesion and teamwork
- Responsible for the proper functioning of the department to ensure the quality and efficiency of services to clients
- Collaborates with the Program Director to provide leadership, vision, and future planning for the CAC
- Collaborates with the Program Director to manage the therapy department budget
- Oversees the policies and paperwork of the department to ensure adherence to current best practices and guidelines
- Ensures timely completion and quality of therapists' treatment plans
- Provides training and orientation to new employees in department
- Leads the therapy team meetings including facilitating agenda and minutes
- Collaborates with Manager of Family Advocacy to maintain community resources

- Collaborates with the Manager of Family Advocacy regarding CAC therapy referrals and waitlist
- Provides clinical consultation/supervision to therapists
- Manages interns when appropriate
- Manages the community speaking requests for the therapy department
- Manages the archiving process of closed files
- Manages department's subpoena requests for files
- Ensures the department has the appropriate tools necessary to serve clients
- Responsible for the gathering of statistical reports
- Responsible for ensuring client surveys are distributed and analyzed
- Maintains a small caseload of clients
- Participates in multi-disciplinary team case staffings
- Participates in the CAC after hours/on-call program
- Provides expert court testimony in civil and criminal cases
- Provides community education regarding child abuse and CAFB
- Maintains statistics and data entry as necessary for grant reports
- Participates in CAFB awareness and fundraising activities
- Perform other duties as assigned
- May be required to bend, stoop, and lift up to 20lbs in connection with assigned duties

Qualifications:

- LCSW, LMFT, or LPC license
- Minimum 10 years of experience in working with abused children
- Experience in managing a therapy program or in private practice
- Experience in providing individual, group, family, and play therapy
- Experience in providing crisis intervention services
- Ability to work in multi-disciplinary team setting
- Good speaking and writing skills
- Good organizational skills
- Good management skills

CAFB adheres to a strict Zero Tolerance for Child Abuse Policy in our practices and operations and is an Equal Opportunity Employer. If you need special services or accommodations, please email Human Resources at HRRM@cafb.org.

Please forward application and resume to: Luisa Bowers, HR Generalist
 5403 Avenue N.
 Rosenberg, TX 77471
 Phone: 281-344-5174
 Fax: 281-341-0798
HRRM@cafb.org