



## **Come join a committed team of professionals dedicated to service!**

Safe Shores –The D.C. Children’s Advocacy Center is an organization striving for excellence as a service provider and as a workplace. Safe Shores values respect, honesty, trustworthiness, professionalism, learning and growth, taking care to give care, innovation, teamwork, and collaboration.

We are currently searching for an experienced **Clinical Services Director**. This is a full-time exempt position, with a salary range of \$85,000 to \$100,000.

### **COVID-19 PROTOCOL**

Safe Shores is currently working in a hybrid work environment.

Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Fully vaccinated means COVID-19 vaccination and any related booster vaccination(s) is required.

### **EMPLOYEE BENEFITS**

A summary of robust benefits for newly hired employees include:

- 13 days of paid vacation leave
- 13 days of paid sick leave
- 13 days of paid holidays
- Paid personal leave
- Paid parental leave
- Birthday comp day
- 100 % Employer Paid medical, dental and vision insurances
- Dedicated Employee Assistance Program
- Employee appreciation and wellness events
- Short- and long-term disability insurances
- Life insurance
- 403(b) Retirement Plan (Employer contribution after 1 year of service)
- Professional development

Reasonable accommodations may be available to enable persons with disabilities to perform the essential job duties. The following is a summary of and not an all-inclusive list of the essential job duties.

### **SUMMARY**

Oversees the day-to-day operations of the Clinical Services Program, including clinical supervision, oversight of and quality assurance for the provision of trauma-focused mental health interventions with child victims, their siblings, and non-offending family members as well as clinical consultation to the Multi-Disciplinary Team (MDT) that investigates child sexual and physical abuse cases in the District of Columbia. The incumbent is required to participate in the on-call rotation for after-hours and weekend support for

forensic interviews. Is accountable to guide and advance the mission of the organization in all ways and to contribute to creating and maintaining a positive, productive, and constructive working environment. This position requires mandatory reporting for child abuse and neglect under the District of Columbia Statute § 4-1321.02.

**ESSENTIAL DUTIES (Other duties may be assigned)**

- Provide individual supervision to therapists and interns; conduct quarterly and annual performance appraisals. Participate in the hiring and training of full-time and part-time staff when applicable. Develop and monitor yearly professional development plans with supervisees.
- Implement work plans for program area that are based on the organization's overall strategic plan; develop yearly service projections and program budget; submit program reports and statistics as required.
- Maintain and assure the integrity and accuracy of program data, statistics, and service provision; the quality and confidentiality of electronic and paper case file; and the appropriate use of program supplies and other inventory.
- Conduct therapeutic sessions with children, adolescents, and parents; conduct psycho-social assessments to identify strengths, needs, and appropriate interventions; develop case goals and document progress; conduct pre- and post-tests with clients.
- Assign cases and track program caseloads.
- Participate in MDT and organization-wide planning efforts.
- Participate in ongoing training and professional development activities including supervision with the Deputy Director.
- Serve as a member of the organization senior management team and participate in development projects to build financially sustainable programs.

**OTHER DUTIES include:**

- Respond to crisis situations with clients and identify/plan with staff regarding secondary trauma issues.
- Provide non-offending family members with clinical consultation, parent education, and therapeutic referrals.
- Represent the Clinical Services Program at MDT Case Reviews and share appropriate insight and information with MDT members; collaborate with team members in planning care for children/adolescents and arrange services.
- Organize, coordinate, and conduct weekly clinical case review with clinical staff and bi-weekly case review with all program staff.
- With the Deputy Director, coordinate and participate in in-service training sessions on relevant topics, such as engaging clients, child development, and secondary trauma.
- Consult with members of the multi-disciplinary team as requested or as deemed necessary.

**SUPERVISORY RESPONSIBILITIES**

Manages all staff in the clinical services program. Is responsible for the overall direction, coordination, and evaluation of this program. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**COMPETENCIES:** To perform this job successfully, an individual should demonstrate the following competencies:

***Adaptable*** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

***Analytical*** - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

***Collaborative*** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

***Cost Conscious*** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

***Delegation*** - Provides work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

***Ethical*** - Treats everyone with respect; keeps commitments; inspires the trust of others; works with integrity and acts morally; upholds organizational cultural values.

***Interpersonally Skilled*** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

***Leaderlike*** - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

***Managerial*** - Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self-available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies client feedback (internal and external); fosters quality focus in others; improves processes and services; continually works to improve supervisory skills.

***Organizational Support*** - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

***Planning/Organizing*** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

***Problem Solving*** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason

even when dealing with emotional topics.

**Professional** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

**Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

**Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

### **EDUCATION AND EXPERIENCE**

- Master's or Doctorate degree (from an accredited institution) in psychology, social work, or related field; current clinical license in your field in the District of Columbia (LICSW, LPC, or licensed psychologist).
- Six (6) years of full-time work experience within a mental health/social service setting providing mental health services.
- Four (4) years of experience supervising full-time clinical staff.
- Post-graduate training in trauma-focused interventions and modalities including trauma-focused cognitive behavioral therapy (TF-CBT).
- Ability to communicate effectively in writing and orally with diverse individuals and groups.
- Ability to communicate effectively with children and adolescents up to 17 years of age.
- Familiarity with and a disposition toward the MDT approach to the investigation and prosecution of child abuse cases.
- Demonstrated knowledge and experience with different theoretical and intervention models including developmental theories, attachment theories, crisis intervention theories, the dynamics of intra- and extra-familial child abuse, and the DSM-V.
- Demonstrated ability to testify effectively in civil and criminal proceedings.
- Superb interpersonal skills; high level of cultural competence.
- Familiarity with and a disposition toward the MDT approach to the investigation and prosecution of child abuse cases.
- Superior organizational skills and attention to detail; ability to work independently.
- Ability to successfully pass Child Protection Registry clearance and criminal background check.

### **PREFERRED QUALIFICATIONS**

- Experience working in a Children's Advocacy Center setting, pediatric organization, or traumatic stress center.
- Knowledge of or familiarity with criminal investigative, social services and legal systems in the District of Columbia.
- Professional relationships within the region, including community, organization, and university partnerships.

### **COMPUTER/TECHNOLOGY SKILLS**

High level of comfort with technology and proficiency with MS Office applications, primarily SharePoint, MS Word, Outlook, Excel and PowerPoint. Knowledge of Adobe and the internet.

**PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is regularly required to use hands to touch or feel a computer, keyboard, monitor, telephone, Smart Phone, and talk or hear when interacting with employees. The employee is frequently required to stand; walk and sit. The employee is occasionally required to reach with hands and arms. The employee may regularly lift and /or move 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. No or very limited exposure to physical risk.

**Candidates must submit all the following information to be considered for the position:**

1. Resume
2. Cover letter indicating your interest in the position and how your experiences will benefit Safe Shores
3. Three professional references (must include: name, current title, address, email and phone number)
4. Proof of Licensure in the District of Columbia or statement regarding license eligibility
5. Writing sample

Please click the link below to apply for the Clinical Services Program Director position.

<https://recruiting.paylocity.com/recruiting/jobs/Details/869939/The-DC-Childrens-Advocacy-Center/Clinical-Services-Program-Director>

**EEO STATEMENT**

Safe Shores is an equal opportunity employer and values diversity. We are committed to building a team that represents a variety of backgrounds, perspectives and skills. The more inclusive we are, the better our work will be.