

Denver Children's Advocacy Center
Clinical Coordinator
Job Description

Job Title: Clinical Coordinator. Full-time, requiring 40 hours per week that includes some evening hours and may include additional hours.

Purpose: Responsible for the coordination and adequate implementation of DCAC existing Assessment and Treatment program. Responsible for providing ongoing administrative and clinical supervision to DCAC's therapists and interns. Responsible for carrying an ongoing caseload of traumatized children and their non-offending family members.

Reports to: Executive Director

Job Duties and Responsibilities:

- ❑ Supervise and coordinate the clinical and administrative aspects of the existing DCAC Assessment and Treatment program;
- ❑ Provides clinical supervision of DCAC's therapists and interns; including plans for professional development, training, staff retention, conflict resolution and burnout prevention.
- ❑ Maintains ongoing communication with DCAC outside clinical consultants;
- ❑ Coordinate the timely disposition of new referrals;
- ❑ Responsible for providing direct services to traumatized children and their non-offending family members;
- ❑ Function as DCAC liaison person with community partners like the Denver Police Department, Denver Human Services, Denver District Attorney's Office, Denver Public Schools, Mental Health Community centers, etc;
- ❑ Assist with DCAC community outreach efforts;
- ❑ Assist with the planning and participates in community and professional trainings conducted by DCAC;
- ❑ Assist the Executive Director in ensuring reimbursement for client-services when pertinent;
- ❑ Maintain ongoing communication with the Executive Director.

Knowledge and Experience

- ❑ Minimum of Masters Degree in Psychology; Counseling, Social Work and/or other related human services field; licensed preferred
- ❑ Minimum of two years post-master degree working experience with traumatized and maltreated children and their families is required;
- ❑ Minimum of two years of supervisory experience;
- ❑ Working experience in Child Protection, and/or Mental Health agencies is required;
- ❑ Experience working with diverse population of clients is desired;
- ❑ Excellent written and oral skills are required;
- ❑ Strong organizational skills are required;
- ❑ Ability to work simultaneously in different projects is desired;
- ❑ Bilingual (Spanish-English) skills are a plus;

Qualifications

- ❑ Masters Degree in Social Work, Counseling, and/or other related Human Services Field
- ❑ Licensed in the State of Colorado highly desirable

Benefits:

Excellent salary with solid benefits.

CONTACT:

To apply, please send a resume and cover letter to katy.tuleja@denvercac.org or fax to 303.825.6087.