



Position Title: Associate Director, Clinical/Forensic Services
Exempt/Non-Exempt: Exempt
Title this Position Reports to: Director, Clinical and Forensic Services

Job Summary:

Under the direction of the Director of Clinical and Forensic Services, the Associate Director of Clinical/Forensic Services is responsible for managing the daily planning, work scheduling, coordination, and operational performance of 6-7 Therapist/Forensic Interviewers. This individual oversees delivery of direct services delivered by Dee Norton, and provides leadership to support planning, directing, creating, and evaluating optimal clinical mental health and forensic services. This position oversees and develops the clinical staff, their professional development, and all aspects of service delivery. As such, this person stays abreast of the most up-to-date literature in the field of child maltreatment. Additionally, this individual ensures timely completion of performance evaluations and administration for direct reports; provides clinical training, ongoing education, and clinical supervision; presents child mental health educational material to professionals and the community; and maintains a clinical caseload as needed. In this capacity the Associate Director of Clinical/Forensic Services works closely with the Clinical/Forensic Services Management Team and supports internal coordination across a continuum of multidisciplinary services provided by Dee Norton.

Job Details:

Direct Services

- Maintain clinical skills by holding a small (e.g., 1-2) case load of treatment clients.
- Administer or ensure the administration of any testing instruments and assessment tools utilized at Dee Norton.
- As a mandated reporter, make reports to the necessary law enforcement and/or social services agency.
- Work with the medical program to ensure coordination of forensic interview and medical services.
- Collect necessary data both from Dee Norton and outside agencies to support case tracking and grant reporting.
- Facilitate case coordination and attend multi-disciplinary team meetings as necessary for assigned caseload.
- Conduct timely documentation of all clinical services delivered.
- Provide support to Intake and Advocate staff as needed by assisting with intakes, client orientations, coordinating service delivery and ensuring proper support and assistance is provided across the continuum of services provided by Dee Norton.
- Provides clinical consultation to outside resources as appropriate.
- Maintains professional standards of practice, following professional Code of Ethics.

Supervisory/Management Responsibilities

- Manages and supervises clinical mental health services, including but not limited to Mental Health Assessments, Caregiver and Family Assessments, Evidence-Based Treatment Interventions, Caregiver Support Services, and Supportive Therapy Services.
- Manages and supervises delivery of forensic interview services by direct reports and ensures scheduled coverage for forensic interviews.
- Lead weekly group and individual clinical supervision meetings with direct reports.
- Effectively communicates with and maintains contact with community agencies (i.e., law enforcement, social services, attorneys, etc.) and the Dee Norton Multidisciplinary Team (MDT).
- Works with the Director of Clinical and Forensic Services to ensure forensic interviews are

conducted using established protocols (e.g. ChildFirst, NICHHD) assessing for all typologies of child maltreatment.

- Ensure assigned direct services staff provide timely documentation of the outcome of the forensic interview and/or mental health assessment to MDT partners, including information necessary for the development of plans for safety and treatment.
- Serves as a resource to staff regarding specific skill demonstration, promotion of knowledge and communications.
- Facilitates recruitment, interviewing, hiring, orientation, training, performance review, and competency of personnel for performance of job roles with the assigned Clinical/Forensic Services Therapist/Forensic Interviewer staff.
- In coordination with the department Director and Clinical/Forensic Services Management Team, addresses and coordinates staff training needs by developing standards and ensuring basic competencies for all staff.
- Identifies potential problem areas, objectively monitors direct reports' performance, and creatively seeks solutions to foster quality improvement.
- Provides insight into departmental activities to assist in strategic planning. Identifies performance improvement opportunities and assists leadership with implementing initiatives.
- Assists in preparing reports and data collection.
- Participates in internal projects that may include but are not limited to grant writing, research and policy formulation, and peer review. Participates in external projects addressing problems of child maltreatment, such as attending community task force or other meetings as needed.
- In conjunction with the Director of Clinical and Forensic Services, provides case supervision on triaging requests for services, case management coordination and referrals for services in the community.
- Maintains professional standards of practice, following professional Code of Ethics.
- Through supervision and Quality Improvement activities, ensures direct reports adhere to professional standards of practice.

Other Responsibilities

- Adhere to Dee Norton's Vision, Mission, and Core Values.
- Stays current with latest research regarding child abuse evaluation and treatment.
- Attend appropriate training workshops and conferences.
- Ensure direct supervisor is knowledgeable about any issues that impact the safety, functioning and management of Dee Norton.
- Attend departmental and organizational meetings.
- Meet any other needs as identified by department supervisor and/or the ED.
- Abide by federal and state confidentiality and privacy requirements, as well as all Dee Norton Policies and Procedures.
- Abide by and meet all grant requirements and objectives.
- Participate in a minimum of four public awareness programs and/or fund raising events annually on behalf of Dee Norton.

Requirements:

Background Experiences

- Independently licensed mental health professional: Master's in social work, clinical counseling or relevant human services field required.
- Professional knowledge of areas of responsibility to direct planning and implementation of forensic and clinical mental health services.
- Specialized forensic training and certificate from state-certified forensic training program at the USC Children's Law Center is desirable.
- Minimum of 2 years experience in supervisory capacity required.
- Demonstrated experience with program coordination preferred.
- Working knowledge and prior experience of community resources in Charleston Tri-county area

preferred.

- Other combinations of experience and education meeting the minimum requirements may be substituted.

Knowledge, Skills and Abilities (KSAs)

- Knowledge of child development, dynamics of child maltreatment, child advocacy work, and understanding of current trends in the field of prevention and community education.
- Must be able to plan, supervise and establish a professional working environment within areas of responsibility. Besides managerial activities, must possess the ability to identify problems and implement solutions for operational and organizational issues.
- Interpersonal skills necessary in order to direct and assign work to subordinates, explain organizational and department policies and procedures and communicate effectively with other professionals.
- Computer literacy and proficiency with knowledge of Excel, Word, Access, Outlook and PowerPoint necessary.
- Ability to professionally handle highly confidential information.
- Ability to work well in multicultural teams and with diverse constituencies.

Competency Profile/Core Values Alignment

- Ability to work as a team member with a strong commitment to collaborative work with both internal and external partners.
- Demonstrated ability to establish and promote positive relationships, and actively contribute to creating a highly cooperative work environment.
- Possess strong leadership and coaching skills
- Desire to continually improve and increase individual and organizational capacity.
- Ability to provide a clear and consistent vision, including aligned goals and objectives to the staff.
- Support, mentor and empower professional growth and development in co-workers, partners and staff through open and direct communication.

Physical Requirements:

In this position an employee is frequently required to stand, walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 15 lbs. Must be able to work on a computer and/or telephone for extended periods of time.

Employee Conduct:

It is the responsibility of every employee at the Dee Norton Center to contribute to a positive work environment through: teamwork, positive, honest and effective communication, and professional interactions with co-workers, volunteers, clients and community partners.

The Dee Norton Child Advocacy Center promotes a culturally diverse and culturally competent community response network. The Center strives for diversity regarding gender, age, ethnicity, race, faith and experience among its Board Members, staff and volunteers. Dee Norton abides by all Federal Equal Opportunity guidelines.