

**Clinical Coordinator**

Unit: **Programs**

Department: **Counseling**

Reports to: **Director of Counseling and Case Management Services**

Classifications: **Exempt, F.T. (Administrative)**

**Essential Functions:**

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| **% Time** | **Role Description** |
| ***30%*** | ***Supervision and Consultation*** |
|  | 1. Supervise counseling and case management staff and graduate interns as assigned. 2. Provide clinical consultation to Youth Services Department staff (individual and group as assigned and HMHS LCSW). 3. Complete performance evaluations for clinical staff and interns as indicated. 4. Facilitate bi-weekly clinical supervision and coaching groups for direct service staff in tracks other than Counseling/Case Management, focused on use of EBI’s: Mental Health First Aid, Motivational Interviewing, Psychoeducation and Screening. |
| ***40%*** | ***Clinical Responsibilities*** |
|  | 1. Collaborate with Intake Coordinator on the clinical oversight of intake, screening and assessment for high-risk youth. 2. Coordination and planning of counseling and mental health group-level interventions to support youth participation and success in HMI programs, including coordination and planning of annual HMI Youth Retreat weekend. 3. Coordinate and monitor Age-Out service planning for youth members. 4. In collaboration with the Intake Coordinator, conduct membership intake assessments as needed to determine immediate safety concerns, presenting issues and facilitate necessary referrals for in-house and external follow-up services. 5. Provide individual-level clinical support to youth members, including:   a. Weekly supportive counseling for maintaining a small weekly caseload of youth members and their families  b. Creating youth re-entry plans related to behavior change/disciplinary action in collaboration with the Director of Counseling and Case Management  c. On-call counseling  d. Crisis intervention  e. Escort youth to Pantry and conduct needs assessment for potential referrals to services.   1. Conduct assessment, problem definition, treatment planning and case coordination of youth to support stabilization and participation in HMI programs and in school. 2. Facilitate groups during YSD program hours as needed. 3. Provide necessary referrals for HMI members to access additional services. 4. Accompany youth members to external organizations to provide advocacy support. 5. Facilitate supported referral services with external providers to HMI services. 6. Collaborate with program staff and partner organizations toward the comprehensive care of youth members. |
| ***30%*** | ***Administrative Duties*** |
|  | 1. Assists Director of Counseling and Case Management Services with the facilitation of weekly Care Coordination/Care Planning meeting. 2. Participates in Youth Services Departmental Management Team Meeting (weekly). 3. Oversee the day to day functions of On-Call Counseling and Intake Services with respect to staffing and process. 4. Coordinate all aspects of graduate intern selection, orientation, and onboarding with the Director of Counseling and Case Management Services. 5. Manage scheduling of youth appointments with HMI Psychiatrist. 6. Develop program designs as determined by clinical trends, community needs, and contractual requirements. 7. Support in monitoring and meeting all contractual requirements within Counseling and Case Management department to meet compliance standards. 8. Collaborate with other HMI departments and outside agencies to ensure continuity of care. 9. Support Director of Counseling and Case Management Services in the management and oversight of funding sources; grant acquisition, implementation and evaluation. 10. Manage the implementation of targeted evaluation tools to evaluate success of programmatic interventions in achieving outcomes and overall agency mission. 11. Collect data and participate in program evaluation activities as linked to interventions. 12. Complete electronic data reporting immediately following service provision into Salesforce, including individual counseling progress notes, group notes, referral documentation, and other service documentation as directed. 13. Meet and exceed all compliance standards for HMI and contracts by meeting deadlines, meeting outcomes and maintaining best practices in the delivery of service. |
| ***As needed*** | ***Other duties as assigned by supervisor.*** |

**Knowledge, Skills and Abilities Required:**

1. LCSW or LCAT Licensure required.
2. At least five years experience with diverse population of adolescents in an urban setting, including knowledge of lesbian, gay, bisexual transgender and questioning youth from various cultures and backgrounds.
3. SIFI certification and 5 plus years supervisory experience with graduate interns preferred.
4. Ability to exercise independent judgment when appropriate; strong decision-making skills.
5. Strong oral and written communication skills.
6. Experience facilitating group discussions and managing a variety of small and large group dynamics.
7. Excellent verbal and written communication skills, including conflict mediation and public speaking.
8. Knowledge of harm reduction practices, trauma-informed care, and positive youth development models.
9. **Computer Skills:** Strong with proficiency in Microsoft Word, Excel, PowerPoint and Outlook.

**Additional Desirable Qualifications:**

1. Experience working within a systems or family approach, Trauma-Informed Care and Positive Youth Development models in the treatment of adolescents.
2. Strong knowledge of cultural competency issues.
3. Spanish speaking preferred.

**Working Conditions:**

1. Work primarily in 2 Astor Place, NYC, except for Outreach work
2. Program work schedule:

Monday, Thursday, Friday – 12:00 pm to 8:00 pm

Tuesday and Wednesday – 11:00 pm-7:00 pm

Flexibility required at times to support agency needs.