

## POSITION POSTING: Clinical Services Director

**Position Title:** Clinical Services Director  
**Classification:** Exempt, Full-Time  
**Reports to:** Associate Director  
**Primary Worksite:** Family Justice Center, Newburgh  
**Anticipated Start Date:** ASAP

Fearless! (formerly known as Safe Homes of Orange County) is a not-for-profit 501(c) (3), which has grown from a grassroots, small group of committed individuals in 1986 to an organization, leader, and resource in the field of intimate partner violence and human trafficking advocacy and services provision. Our many programs include a Family Justice Center, Rape Crisis Center, emergency shelters, legal program, anti-trafficking program, individual and group support, advocacy, therapeutic counseling, Risk Reduction Response Programs, systems-based advocacy and collaboration, community education and outreach, throughout Orange and Sullivan Counties.

**Role Summary:** The Clinical Services Director is primarily responsible for day-to-day operations and supervision of the therapeutic counseling program as well as providing trauma-focused clinical services victims/survivors of intersecting forms of violence and abuse. They will serve individuals around needs arising from, but not limited to, intimate partner violence, human trafficking, teen dating violence, sexual violence, and other types of crime victimization.

**Duties and Responsibilities** (shall include but not be limited to):

### ***Essential Areas of Work***

- Assess needs, plan and establish goals and priorities for therapeutic counseling services; Set timeframes for completion of goals and priorities, which are integrated into agency plans, goals and priorities.
- Hire, train, supervise, motivate, evaluate and develop program staff, including Therapeutic Counselors for adults, youth and child survivors; and supervise interns and volunteers, as assigned.
- Ensure provision of therapeutic counseling services in accordance with professional and ethical standards of practice, standards of regulatory agencies and relevant laws.
- Guarantee proactive assignment and follow-up on assigned referrals; Ensure prompt scheduling of appointments and ongoing encouragement around session attendance.
- Provide culturally-informed, trauma-focused clinical services, including individual and group therapy, to adults, children and youth impacted by intersecting forms of violence and abuse in Orange and Sullivan County, as assigned.
- Develop goal plans with clients and engage in ongoing goal planning and evaluation; continually assess client circumstances, and implement varied treatment modalities and approaches in response to client needs and experiences; and effectively structure therapy sessions to support achieving mutually agreed upon goals.
- Provide on-call crisis counseling support during evenings, overnights and weekends, as scheduled.

### ***Program-Related***

- Attend and actively participate in regular supervision with Associate Director.
- Provide regular clinical supervision for assigned staff and interns; Ensure opportunities for support, coaching and mentorship; Ensure appropriate documentation of supervision hours.
- Conduct regular site visits with therapeutic counseling program staff at other sites/locations.
- Actively contribute toward and attend program-specific and agency-wide staff/team meetings.
- Attend and actively participate in webinars, in-service trainings, and external trainings, as appropriate.
- Coordinate, plan and actively participate in awareness month activities and agency client events.
- Proactively monitor the overall condition of the agency and ensure the maintenance of a clean, welcoming environment for individuals accessing services.

### ***Administrative***

- Maintain the confidentiality of clients, staff, volunteers, and agency information. Exceptions include

information pertaining to child abuse, danger to self or others, or in response to an authorized release of information.

- Adhere to and uphold agency policies/protocols related to the security of electronic client service records.
- Maintain and ensure the highest levels of accuracy in recordkeeping and reporting, ensuring that all client records and documentation work activities are complete and up-to-date.
- Coordinate and compile accurate statistical collection and assigned reporting, including grant applications.
- Ensure timely response and follow up to email communication and voicemail messages.

#### ***Organizational Relationships***

- Contribute toward fostering inclusive and supportive work environments throughout the agency.
- Work closely and collaboratively with Associate Director and other supervisory staff, as appropriate, to understand and accomplish position and programmatic responsibilities.
- Work closely and collaboratively with agency staff within the therapeutic counseling program, Family Justice Center, residential settings, and collocated office spaces.
- Work closely and collaboratively with community partner organizations while supporting the needs of clients.

#### ***Other***

- As needed and available, provide culturally-informed, trauma-responsive crisis intervention, and nonjudgmental, supportive comprehensive services to clients, including, but not limited to: assessments; intakes; individual and/or group supportive counseling; advocacy and accompaniment; follow-up contact, as safe and appropriate, and outreach; and information and referrals.
- Provide clients with information regarding the NYS Office of Victims Services, assist with filing applications for OVS compensation, and serve as a liaison between clients and OVS.
- Other duties as assigned by immediate and/or other supervisors.
- Staff members are encouraged to be flexible and responsive to changes in scope of duties.

**Work hours:** Primarily Monday through Friday with flexibility around evenings, weekends and holidays.

#### **Requirements:**

- Must be Licensed Clinical Social Worker (LCSW) and meet education, supervised clinical experience, and other requirements, including practice in accordance with professional standards of practice and codes of ethics of the New York State Education Department Office of the Professions and NASW.
- 5 years' experience in trauma work or in providing direct crisis counseling and/or advocacy services to victims/survivors of intersecting forms of violence and abuse strongly required.
- Considerable ability to train and instruct, and provide clinical and technical supervision to therapeutic counseling program staff and students is required. 3-5 years' supervisory experience.
- Experience working with adults, children and youth in clinical settings required.
- Commitment to working from an anti-oppression, harm-reduction, and trauma-responsive approach; and to social change through active participation in working towards ending gender-based violence, racism, classism, sexism, ageism, homophobia, ableism, and all forms of oppression.
- Ability to work independently as well as cooperatively with a team, with a willingness to appreciate different points of view and problem solve in a constructive manner, and respond to complex problem solving in a timely manner.
- Investment in ongoing professional growth and development, learning, and skill-building.
- Possess strong written and oral communication, organizational and time management skills.
- Model and uphold appropriate boundaries in work with clients, colleagues, program staff, supervisor, and community members and organizations.
- Ability to maintain effective working relationships with others, communicate as needed and exhibit patience and understanding toward client population being served.
- Ability to work in a fast paced, crisis oriented environment: assess priorities, take initiative, handle multiple assignments, maintain organization and meet deadlines.
- Demonstrate strong assessment skills and judgment with ability to make timely and sound decisions.
- Experience working with diverse populations and seeks understanding of cultural differences.
- Physical demands include, but are not limited to, long periods of sitting, standing, walking, and/or driving as well as lifting up to 50 pounds, and navigating stairs.
- Experience using technology to complete work tasks; Ability to effectively navigate Microsoft Office products, Zoom, Teams and other database applications is required.

- Experience in writing grant applications and required reporting.
- A valid, insurable driver's license and transportation is required.
- Travel extensively between the agency's office sites and other locations throughout the service region.

**Desired:** Bilingual/bicultural candidates strongly encouraged to apply.

**Conditions of Employment:** All jobs contingent upon successful completion of certain background checks which, unless prohibited by applicable law, may include criminal history, employment verification, education verification, DMV checks (for driving positions), State Central Registry, State Exclusion List, and fingerprinting.

**NO PHONE CALLS PLEASE.**

Applicants may email, mail, or fax resume **with** cover letter, describing your interest in this position.

**Subject line must read: Collaborative Programs Director**

**Email: [jobs@fearlesshv.org](mailto:jobs@fearlesshv.org)**

Fearless! Hudson Valley is an equal opportunity employer committed to a diverse, culturally inclusive work environment and prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender and identity, disability, and national origin in employment and delivery of services. All are encouraged to apply.

This description reflects the principal functions of the job for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements of the job nor shall be construed as giving exclusive responsibility for every function described.