Children's Treatment Coordinator I

Job Description

Department:	Children's Justice Center
Position:	Career Service
Grade:	724
Supervisory:	No
Reports to:	Treatment Supervisor – CJC

Summary

Under close to general supervision of the Treatment Supervisor – CJC and as a licensed mental health professional, coordinates and oversees treatment services for child abuse victims and their families and provides training for community treatment providers.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Coordinate the Children's Justice Center Child Abuse Treatment Program; maintain and coordinate the essential specialized, age-appropriate treatment consistent with grant requirements; maintain information and contacts for making specialized individual child abuse treatment referrals to community providers.
2. Recruit, maintain, and coordinate age-appropriate treatment providers to serve child abuse victims; track treatment usage and outcomes of intervention processes; interact with local and state-wide treatment providers and social service agencies to facilitate collaboration efforts; assist in the development of treatment for child abuse victims and non-offending parents.
3. Provide direct intervention services to alleged child abuse victims and non-offending family members onsite or by telephone; assess the mental health and needs of the child and parents and provide appropriate treatment and/or recommendations using information obtained during intake interviews, collateral contacts, and by reviewing assessment results; make treatment or social services referrals to various agencies and refer cases for criminal investigation according to applicable laws and regulations.
4. Create and submit accurate records and documents according to compliance standards and established time requirements; prepare statistical reports to assist in monitoring program services, expenditures, and grants.
5. Participate in ongoing training to maintain "state of the art" knowledge and enhance therapeutic skills related to child abuse treatment, Post Traumatic Stress Disorder, and child and family development, etc.

For Office Use Only

Job Code: 2352
Job Title: Children's Treatment Coordinator I
FLSA: Exempt
Effective Date: 11/07/2026
Public Safety: No

Worker's Compensation: County
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

6. Coordinate and assist with training of multi-disciplinary team members, community treatment professionals, Social Work interns, CJC volunteers, and others regarding child abuse issues, child development and assessment trauma intervention, and specialized age-appropriate therapeutic modalities and intervention skills; assist in developing and promoting a multi-disciplinary team approach in case management to benefit the child and family.
7. Act as an agency representative in court and interagency meetings and provide information to judges and other legal personnel as required.

Knowledge, Skills, and Abilities

- Considerable Knowledge of interviewing methods and techniques, social casework principles and methods, and mental health assessment instruments
- Knowledge of clinical diagnostic methods and principles, various modalities of psychotherapy and counseling, and abnormal psychology
- Knowledge of federal, state and local ordinances and policies regarding therapeutic issues
- Knowledge of the criminal justice system
- Skilled in identifying and assessing symptoms of child abuse
- Skilled in using crisis intervention techniques
- Skilled in training and teaching others
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to prepare comprehensive case reports and statistics

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

Work is performed in a professional office environment. The employee routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work exposes the incumbent to contagious or infectious diseases, high-stress situations including contact with the public in confrontational, emotionally charged, or uncomfortable circumstances.

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 required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is

frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus and distinguish between colors and patterns. The employee is required to lift or move up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work.
Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Required Education and Experience

1. Master's degree in Social Work, Marriage and Family Therapy, or Psychology from an accredited college or university.
2. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Applicants must possess and maintain licensure under the Mental Health Professional Practice Act (UCA 58-60) as a Certified Social Worker (CSW), Marriage and Family Therapist (MFT), or Associate Clinical Mental Health Counselor (ACMHC).
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Career Ladder Advancement
For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

AAP/EEO Statement
It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

For Office Use Only

Job Code: 2352
Job Title: Children's Treatment Coordinator I
FLSA: Exempt
Effective Date: 11/07/2026
Public Safety: No
Worker's Compensation: County
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

For Office Use Only

Job Code: 2352
Job Title: Children's Treatment Coordinator I
FLSA: Exempt
Effective Date: 11/07/2026
Public Safety: No

Worker's Compensation: County
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor