Clinical Coordinator I - CJC

Job Description

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

Summary

Under general supervision of the Clinical Supervisor - Children's Justice Center (CJC) and direction of a Licensed Clinical Social Worker (LCSW), coordinates and facilitates investigation and intervention services for child abuse victims and their families and provides training for community professionals.

Essential Functions

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

1. Provide direct clinical intervention and coordination to assist in the initial investigation, review, staffing, and treatment referral processes for child abuse victims.
2. Facilitate investigation of child abuse cases; provide initial assessment of child victim and family needs; maintain information and contacts for making specialized individual child abuse treatment referrals to community providers.
3. Coordinate involvement of law enforcement, protective services, county attorneys, medical and mental health treatment personnel, and other agencies with the alleged abuse victims and their families; provide emotional support to the child and family; provide information on investigation processes.
4. Assess the emotional state of the child and family and make recommendations for action to the Multidisciplinary Team investigating the alleged abuse.
5. Help to establish a non-threatening environment for children and families; assist in implementing procedures to assist agencies in obtaining evidence useful for criminal prosecution and protective action in civil proceedings in a manner that does not further traumatize a child.
6. Interact with local and state-wide Child Protective Services workers, law enforcement, county attorneys, treatment providers, and social service agencies to facilitate collaboration efforts.
7. Provide direct crisis intervention services to alleged child abuse victims and non-offending family members on-site or by telephone; assess the mental health and needs of the child and parents and make appropriate treatment recommendations.

For Office Use Only

Job Code: 2351
Job Title: Clinical Coordinator I - CJC
FLSA: Exempt
Effective Date: 11/7/2026
Public Safety: No

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

8. 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.
9. 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.
10. 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.
11. Assist in developing and promoting a multi-disciplinary team approach in case management to benefit the child and family.
12. Act as an agency representative in court and interagency meetings and provide information to judges and other legal personnel as required.
13. May be trained and perform functions of a Forensic Interviewer, as needed.

Knowledge, Skills, and Abilities

- Knowledge of social casework principles and methods
- Knowledge of mental health assessment instruments
- Knowledge of various modalities of psychotherapy and counseling
- Knowledge of federal, state, and local ordinances and policies regarding therapeutic issues
- Knowledge of the criminal justice system
- Knowledge of clinical diagnostic methods and principles
- Skilled in interviewing methods and techniques
- Skilled in clinical diagnostic methods and principles
- Skilled in abnormal psychology
- 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
- Ability to stay calm while working with people in crisis situations

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

This job operates in a professional office environment. This role 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 may expose incumbent to individuals

with contagious or infectious diseases. Work exposes the incumbent to 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. The employee is required to type, file, and lift office supplies 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.

Travel
Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience
1. Master's degree in Social Work from an accredited college or university.

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.

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 _____

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