



# Clinical Supervisor - CJC

## Job Description

Department: Children's Justice Center  
Position: Career Service  
Grade: 728  
Supervisory: Supervisor  
Reports to: Director – Children's Justice Center

### Summary

Under general supervision of the Director – Children's Justice Center and as a licensed mental health professional, supervises investigation and intervention services for child abuse victims and their families and provides training for community professionals. Supervises, plans, coordinates, and directs assigned activities and personnel. Provides clinical supervision to Certified Social Workers and master level interns.

### Essential Functions

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

1. Supervise, plan, coordinate, and direct assigned activities and personnel.
2. Make staffing decisions within the department including hiring, training, performance evaluation, scheduling of workload, and retention of assigned personnel.
3. Compile, maintain, and review reports, daily work records, timecards, payroll information, work specifications, and appropriate personnel documentation for assigned staff.
4. Identify and address performance and/or behavior problems in a timely manner; initiate corrective action as directed.
5. Conduct annual performance evaluations.
6. Coordinate time-off schedules for clinical staff to ensure appropriate coverage.
7. Supervise and provide direct clinical intervention and coordination to assist in the initial investigation, review, staffing, and treatment referral processes for child abuse victims.
8. 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.
9. Facilitate collaboration efforts with local and state-wide law enforcement, protective services, county attorneys, medical and mental health treatment personnel, and other social service agencies with the alleged abuse victims and their families; provide emotional support to the child and family and provide information on investigation processes.
10. Assess the emotional state of the child and family and make recommendations for action to the Multidisciplinary Team investigating the alleged abuse.

### For Office Use Only

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Job Title: Clinical Supervisor - CJC  
FLSA: Exempt  
Effective Date: 9/25/2023  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Supervisor

11. 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.
12. 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 provide appropriate treatment recommendations.
13. 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.
14. Participate in ongoing training to maintain "state of the art" knowledge and enhanced therapeutic skills related to child abuse treatment, Post Traumatic Stress Disorder, and child and family development.
15. Develop and promote a multi-disciplinary team approach in case management to benefit children and their families; train team members, community treatment professionals, Social Work Interns, CJC volunteers, and others regarding child abuse issues, child development, and assessment.
16. Act as an agency representative in court and interagency meetings; provide information to judges and other legal personnel as required.
17. Perform advanced assessments to identify child risk factors and safety concerns; make professional therapeutic recommendations.
18. Oversee the presentation and facilitation of professional training; prepare schedules and curriculum; recruit, train, and assign instructors as necessary.

### **Knowledge, Skills, and Abilities**

- Considerable knowledge of policies, procedures, and laws affecting work
- 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
- Knowledge of abnormal psychology
- Knowledge of supervisory techniques
- Skilled in interviewing methods and techniques
- Skilled in clinical diagnostic methods and principles
- Skilled in interpersonal communication and professional presentations
- 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

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- Ability to stay calm while working with people in crisis situations
- Ability to effectively motivate and supervise others
- Ability to coordinate groups of adults, children, and teams of professionals in accordance with professional standards

### **Supervisory Responsibility**

This position has direct supervisory responsibility and 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.

### **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.
2. Two (2) years of direct clinical work experience in a related field (child abuse, mental health, victim counseling, and/or substance abuse) indicating full competency in clinical diagnostic assessment skills and in developing and reviewing individualized treatment plans.

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**Preferred Education and Experience**

- 1. Preference may be given to applicants with supervisory or lead experience.

**Additional Eligibility Qualifications**

- 1. Must possess and maintain licensure under the Mental Health Professional Practice Act (UCA 58-60) as a Licensed Clinical Social Worker (LCSW).
- 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.

**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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