

## JOB DESCRIPTION

<b>Title:</b> Child & Family Clinical Associate (CA)	<b>Classification:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>Reports to:</b> Family Center TBHS Program Coordinator AND/OR Therapeutic Preschool Coordinator; Program Manager	<b>Status:</b> <input type="checkbox"/> Introductory <input checked="" type="checkbox"/> Regular Full-Time <input checked="" type="checkbox"/> Regular Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent
<b>Department /Program:</b> Family Center or Therapeutic Preschool	
<b>Salary Grade:</b> 6	<b>Salary Range:</b> \$23.00
<b>Positions Supervised:</b> Provides general oversight and feedback to DSPs but no formal supervisory duties	

### Position Summary:

The Clinical Associate (CA) assists in coordinating daily operations within the agency's Family Center program and/or the Therapeutic Preschool program by facilitating therapeutic interventions that support clients' progress in treatment. The Clinical Associate may also support client functioning within school or childcare/preschool settings. In addition to maintaining documentation and administrative duties, the CA provides interventions to manage client dysregulation and aggression, contributes to therapeutic curriculum development and implementation, assists with on-boarding of new employees, and may facilitate in-home family services. Up to 75% of the job is comprised of direct services and supporting/guiding other staff in direct services. The Clinical Associate will incorporate the principles of trauma-informed care and the tenets of diversity, equity, and inclusion in accordance with agency policies and ensure adherence to all state, federal, licensing, and accreditation guidelines.

### Credentials, Experience, & Skills:

Bachelor's degree required, preferably in a discipline related to behavioral health (psychology, social work, family studies, etc.), early childhood education, or another related discipline; Working knowledge of child development, trauma-informed care, tenets of diversity, equity and inclusion, and an ability to apply theory to practice; Understanding of mental health treatment settings and/or experience working with emotionally disturbed children and their families; Demonstrated proficiency in written and oral communication; Demonstrated ability to complete detailed reporting and documentation; Experience working as part of a team and completing tasks independently with little direct supervision; Experience teaching, coaching, or leading therapeutic activities for young children; Willingness to accept and incorporate clinical supervision and constructive feedback into practice; Cultural humility and ability to establish positive therapeutic rapport with diverse populations of children and their family members; Ability to interpret and abide by complex policies and procedures, treatment plans, and confidentiality standards; Demonstrated skills in time management, organization, problem-solving, conflict mediation, crisis response, deadline-driven tasks, supervision/leadership. Preferred experience: Minimum 6 months experience in a Direct Service Provider or internship role within a mental health setting working with children and families (or equivalent experience), or one year in an early childhood education field. Early Childhood Mental Health endorsement (ECMH-E<sup>®</sup>) or willingness to obtain within first two years of hire with agency support.

### Essential Functions:

- Ensures the physical and psychological safety of clients and staff throughout their experience with the agency, its personnel, its facilities, and its programming.
- Facilitates group or individual therapeutic activities focused on healthy socioemotional development and life skills as prescribed by individual treatment plans for children ages 3 through early adolescence.
- Assumes roles of session lead (floor supervisor) as scheduled, requiring material preparation, curriculum review, and task assignment to Direct Service Providers (DSPs). Resolves minor problems and challenges that arise during session and updates supervisor, Clinicians, or Case Manager as appropriate.
- Assists in the training and on-boarding of new staff.

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- Determines appropriate activities and lesson plans for each group TBHS session and client placements within those activities and groups based on individual treatment plan goals and objectives, client progress, and other considerations of fit and appropriateness.
- Facilitates group and/or individual therapeutic behavioral health service (TBHS) activities, as well as intensive outpatient services for clients with highly structured sessions.
- Collaboratively develops and refreshes age-appropriate curricula for each session delivered through the program.
- Provides general direction, support, and feedback to DSP I personnel during TBHS sessions, teaching and modeling effective practices in the facilitation of activities and interaction with clients and providing policy and procedure guidance.
- Identifies and oversees interventions for clients in crisis or dysregulated states, including approved restraint maneuvers as a last resort, notifying administrative or clinical staff if additional support is needed on the floor. Ensures that any events requiring an incident report are properly documented and then submitted through the client's Directing Clinician to the Clinical Director within 24 hours.
- Provides individual behavioral support to children within the school or daycare setting, as assigned, to promote positive participation, academic progress, and healthy socioemotional growth.
- Documents clinical progress and relevant client information in accordance with state and federal regulations within the specified timeline following date of service.
- Maintains familiarity with individual client treatment plan goals, objectives, and interventions, providing feedback to Clinicians and Case Manager for treatment plan reviews and revisions. Provides consultation to Case Manager regarding observations about behavior and progress of individual clients in TBHS services prior to individual treatment reviews.
- Interacts and corresponds with parents and community providers, and relays/documents these exchanges as appropriate.
- Manages resources within the Family Center, monitoring and properly maintaining supplies and materials. Identifies new materials and resources that would be advantageous for service delivery and client interventions. Creates visual aids and other resources when possible. Relays procurement requests to Case Manager and assists in routine supply runs and shopping.
- Facilitates in-home family skills development services as assigned.
- Assumes lead role(s) in coordinating special programming of the department, to include themed decorations and activities for clients, outings and field trips, etc., as well as leading ad hoc committees for other departmental projects and initiatives. May be assigned to represent the program/agency on community-wide committees and task forces.
- Transports clients to and from services in agency vehicle, maintaining appropriate documentation of transport and monitoring general operability of vehicles (such as refueling and reporting maintenance issues).
- Performs rotating custodial duties such as sanitizing, vacuuming, sweeping, washing dishes, dusting, and laundry.
- Participates in weekly departmental meetings to provide and acquire input and updates regarding client progress, treatment plans, referral needs, continuing care plans, clinical recommendations, interventions and activities, and administrative matters.
- Engages in weekly supervision with immediate supervisor and intermittent clinical supervision with Clinician(s) and Program Manager.
- Completes all required continuing education, trainings, certifications, departmental in-services, team-building exercises, and other professional development appropriate for the position.
- Other duties as assigned by supervisor(s) relevant to the effective administration of the program's services.

### **Other Functions:**

- Familiarizes others with all agency policies and procedures, ensuring compliance
- Ensures fidelity of programming structures and curriculum
- Fosters a supportive and inclusive climate, both for clients and for staff
- Utilizes the agency's full value contract to address concerns and interpersonal conflicts, serving as a first-line mediator as appropriate
- Adheres to agency client confidentiality policy and ethical code

- Bolsters staff confidence in abilities to effectively deliver services
- Sustains a positive and collaborative group dynamic amongst staff and strengthens team cohesion
- Upholds and protects the therapeutic environment

**Special Requirements:**

Minimum age 21. TB Clearance, Criminal Background Check and drug screening, valid Alaska Driver’s License, First Aid/CPR certification (can be obtained upon employment), Able to document 2 years of continuous abstinence if in recovery.

**Mental Demands:**

Knowledge of and ability to utilize conflict resolution skills with staff and client population, proficient oral and written communication skills, ability to complete and present comprehensive written evaluative reports, ability to apply sound judgment under stress, ability to delegate and oversee tasks, ability to work with a multicultural clinical population, ability to multi-task, ability to work efficiently under time demands.

**Physical Demands:**

This position consists of light work (exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently) as well as consistent attendance, stair climbing, bending, writing, reaching, sitting on the floor and/or sitting for long periods, driving, walking, reading, seeing, keyboarding, sweeping, vacuuming, cleaning and sanitizing, listening for prolonged periods of time, and ability to operate a computer.

**The above statements are intended to describe the general nature and level of the work being performed by individuals assigned to this role. They do not constitute an exhaustive list of all duties, responsibilities, and general expectations associated with the position.**

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Employee Signature

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Date

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Supervisor Signature

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Date

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Executive Director Signature

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Date