

**Allegan County
48th Circuit Court
Family Division**

Job Title: Clinical Coordinator

Reports to: Director of Cheever Treatment Center

Summary

Under the supervision of the director, provides clinical services to Cheever Treatment Center and its residents. Activities include: screening potential residents, establishing individualized treatment plans with relevant goals/objectives, monitoring resident progress, providing crisis intervention, delivering a variety of treatment modalities, administering and interpreting psychological tests and risk assessments, and other related activities. Individual must demonstrate flexibility, the ability to function within a team environment, and confidently support rationale for clinical practice.

Principal Duties & Responsibilities

1. Develops and maintains trusting and professional relationships with residents, families, staff, and community partners to ensure effective and efficient service delivery.
2. Provides training, consultation, and policy development to Family Court staff, teachers, Department of Human Services, consulting clinical personnel, and families to advise best clinical practices, regarding a variety of presenting issues pertaining to the residents and operation of the Cheever program.
3. Delivers individualized clinical services that include but are not limited to: individual therapy, group therapy, family therapy, substance abuse psycho education/counseling, mental health evaluations, and risk assessments to address a multitude of diverse needs for residents and their families.
4. Seeks out training and educational opportunities to maintain clinical competencies in a continuously changing residential setting. Communicates and advises knowledge to team members and program director to encourage flexible practice best suited to the identified deficiencies of the residents and their families.
5. Screens and evaluates referrals to the Cheever program, to advise appropriate placement options for youth in the juvenile justice system. Provides appropriate recommendations to staff/referral source regarding the needs of the referred youth.
6. Prepares reports, evaluations, case notes and other required documentation. Maintains appropriate case files.

Other Duties of the Job:

Administers and interprets standardized psychological tests.

Develops and implements skills development training for programs for the Juvenile Center Staff.

Performs therapist functions after normal working hours.

Provides crisis intervention for residents of the Juvenile Center.

Attends regular team meetings and presents information and recommendations for treatment plans.

Assists in other areas of court programming as required.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by a person in this position.

Qualifications

Education: Master's degree in Psychology, Social Work, or Counseling

Experience: Three years experience conducting individual, group, and family work with youth.

Certification/Licensure: Current licensure as a psychologist, social worker, or counselor in the State of Michigan

The duties, responsibilities and qualifications above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.