



Position: Clinical Program Supervisor
Organization: Joe Torre Safe At Home Foundation

SUMMARY:

The Joe Torre Safe at Home Foundation helps children heal from trauma, including domestic violence, sexual assault, child abuse, relationship abuse, and community violence through clinical intervention and education. Our focus includes domestic violence, sexual assault, child abuse, teen relationship abuse, and community violence. Safe At Home's signature program, Margaret's Place, is a comprehensive school-based program designed to help students, faculty, and families cope with violence and traumatic events through an array of prevention and intervention services. Currently, Safe At Home operates 16 Margaret's Place sites, five of which are located in New York City.

JOB DESCRIPTION:

The Clinical Program Supervisor will oversee all Margaret's Place services provided by clinical and outreach staff in Washington Heights and will provide direct clinical, programmatic and administrative supervision. The Clinical Program Supervisor will provide support and guidance to clinical staff to ensure successful delivery of services to youth exposed to violence. The Clinical Program Supervisor will collaborate with the VP of Programs and other program supervisors to support the Foundation in program development and expansion by identifying and executing creative ideas regarding program services, special projects, the integration of arts programming, and other efforts that foster organizational growth.

POSITION RESPONSIBILITIES:

Clinical/Administrative Management:

- Provide clinical and administrative supervision to clinical staff, and maintain up to date clinical supervision records
- Provide clinical consultation for clinical staff and guidance in response to crisis intervention cases
- Facilitate various meetings including weekly group supervision
- Review clinical records to ensure compliance with federal, state and city regulations for services and licensure
- Review clinical records to ensure compliance with internal data collection and management system
- Assure compliance with program and contract expectations, including funder requirements
- Conduct and arrange staff training & professional development, and conduct performance appraisals
- Assist in developing and implementing clinical materials for program components (e.g. counseling groups, school-wide campaigns, etc.)
- Provide program coverage as needed
- Other duties as assigned



Program Management:

- Be responsible for the day-to-day operations of the program
- Assist in creating training materials (e.g. writing curriculum, educational handouts/brochures, and program literature)
- Help raise awareness about the program among community members and community-based organizations
- Help to organize focus groups with community members to maintain ongoing feedback loop based on needs/services
- Assist workshops and family activities at subcontractor location, as needed
- Manage program budgets
- Other duties as assigned

Clinical Compliance and Best Practices:

- Work with the Associate Director of Special Initiatives and VP of Programs to ensure clinical compliance in all program areas
- Participate in the development of Margaret's Place policies and procedures.

REQUIRED SKILLS/QUALIFICATIONS:

- Master's Degree in Social Work, Licensed Mental Health Counselor, or a related field, from an accredited program
- Active, unrestricted NY-license in a behavioral health discipline (e.g. LCSW, LMHC, etc.).
- The capacity to supervise/sign off on clinical hours for licensure
- A minimum of 5 years in the field, and at least 1-3 years of clinical supervisory experience of staff and/or interns
- An understanding of trauma, violence prevention, and victimization
- Experience providing culturally-sensitive services and working with a diverse population
- Experience with reporting on program deliverables included in funding contracts
- Knowledge of school-based program delivery, preferred
- Exhibit creativity in approach to job tasks and challenges, and be self-motivated
- Ability to manage multi-faceted programming and competing demands
- Strong clinical, organizational, and oral/written communication skills
- Demonstrate ability to be flexible, and to work both independently and collaboratively
- Exhibit professional and ethical behavior
- Knowledge of Washington Heights communities and service provision, preferred
- Bilingual in English and Spanish, preferred

SALARY and BENEFITS:

- Salary commensurate with experience
- Medical/dental/life insurance
- Vacation, sick and personal days
- 401k match of 6% (after 6 months)
- Other benefits



TO APPLY:

- Send resume, cover letter, and three references to typhani@joetorre.org
- No telephone calls please

The Joe Torre Safe at Home Foundation provides equal opportunity in employment for all qualified persons and prohibits discrimination in employment on the basis of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity and expression, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, and unemployment status.