

GUADALUPE COUNTY CHILDREN'S ADVOCACY CENTER
JOB DESCRIPTION
CLINICAL DIRECTOR/THERAPIST

THE GUADALUPE COUNTY CHILDREN'S ADVOCACY CENTER (GCCAC) IS A HIGH-ENERGY, FAST-PACED, MISSION DRIVEN ORGANIZATION WITH A COLLABORATIVE WORKING ENVIRONMENT. WE ARE UNIFIED IN OUR MISSION AND STRIVE TO PROVIDE EVERY SERVICE TO EVERY CHILD WHO MEETS CASE CRITERIA WITH THE HIGHEST LEVEL OF CARE.

REPORTS TO: EXECUTIVE DIRECTOR
EXEMPT STATUS: SALARIED, EXEMPT

COMMITMENT TYPE: FULL-TIME, ON-GOING
BASE OF OPERATIONS: SEGUIN, TEXAS

JOB SUMMARY: Provides therapy and crisis intervention services to GCCAC clients and their families; provides supervision and direction of other therapy providers within GCCAC. Works in partnership with other CAC staff, and all multidisciplinary team (MDT) members to mobilize and strengthen the MDT approach to the prevention, investigation, treatment, and prosecution of child abuse.

ESSENTIAL FUNCTIONS – CLINICAL DIRECTOR:

- Responsible for day-to-day functioning of the therapy department. Assures that staff have equipment and supplies to complete their tasks, and that the Counseling spaces are properly equipped and well organized.
- Manage, organize, and facilitate the GCCAC Mental Health Waitlist to include initial and on-going contact with caregivers, prioritization of the waitlist, case assignments to clinicians, and termination letters due to no contact.
- Monitor and assign clients to individual clinicians based on fit, availability, and space on caseload.
- Provide direct supervision to Therapist Lead, Therapeutic Family Advocate Lead, and interns.
 - Provide direct supervision to supervisees of Leads when on an extended leave of absence.
- Create and implement all necessary documentation for therapy department.
- Conduct departmental chart audits as described in the departmental policy.
- Provide testimony of fact for criminal and civil courts when applicable and when subpoenaed.
- Coordinate and refer all cases needing psychiatric/psychological consultation.
- Prepare and submit departmental monthly Mental Health Services reports.
- Participate in scheduled case staffings/briefings and those held on an as-needed basis.
- Collaborate with and provide consultation and regular communications with the Department of Family and Protective Services (DFPS), law enforcement, the prosecutors' office, Guadalupe Regional Medical Center FNE program, and therapists providing therapeutic services to GCCAC clients.
- Conduct on-going communication with Center program staff (Advocates, Forensic Interviewers, Service Coordinators, etc.).
- Maintain good standing with the appropriate State licensing board and group membership affiliations.
- Participate in regular peer review in which clinical proficiency may be reviewed.
- Participate in applicable, appropriate, related professional development opportunities.
- Adhere strictly to confidentiality and record retention policies, as well as all other applicable laws and statutes.
- Ensure therapy department and all other GCCAC policies are being followed in the department.
- Assist in GCCAC outreach efforts within the community to increase the awareness and understanding of child abuse issues.
- Attend trainings approved by Executive Director to maintain competency and professional development.
- Research, encourage, and recommend trainings for other GCCAC therapists and submit proposals to Executive Director for approval.

- Meet with GCCAC Therapist Lead and Therapeutic Family Advocate Lead no less than one hour each week to discuss client welfare and clinical performance. Additionally, time will be spent discussing needs of each Lead's supervisees and their client caseloads, welfare, and clinical performance.
- Meet with Intern(s) no less than one hour during each week of documented experience, during which client welfare and clinical performance shall be monitored.
- Maintain positive working relationships with University Internship Supervisors and actively recruit graduate-level interns to ensure a successful counseling internship program.
- Provide MDT Leadership Team consultation, as needed.

ESSENTIAL FUNCTIONS - THERAPIST:

- Carry a caseload of 8 to 10 clients (or weekly equivalent).
- Provide crisis intervention services.
- Provide individual and group therapy to clientele (children and non-offending family members) at both GCCAC locations, schools, and virtually, as needed.
- Maintain case files including session case notes, assessments, treatment plans, monthly reports, telephone consultations, and all other documentation as needed to meet GCCAC requirements.

REQUIREMENTS AND EXPERIENCE:

- Hold current counseling license in the State of Texas. Must have been fully licensed for a minimum of two years (LPC, LCSW, LMFT). Supervision license preferred.
- Maintain good standing with applicable licensing board, completing annually required CEU credits.
- A minimum of two years of prior relevant experience as a practicing mental health professional with abused children and non-offending caregivers.
- Specialized clinical knowledge and advanced clinical skill in the areas of assessment, and treatment of mental, emotional, and behavioral disorders. Knowledge of trauma-focused, evidence-based therapy.
- Experience with court testimony preferred.
- Prior work with the DFPS, law enforcement, and prosecutors, and within a CAC setting preferred.
- Basic computer skills, including proficiency with Microsoft Windows 11 Operating System, Word, Excel, and Google Suite.
- Read, write, and speak English fluently. Bilingual (English/Spanish) preferred.
- Bending, stooping, reaching, and other movements required in dealing with children. Lifting of office materials (up to 20 lbs).

OTHER:

- Maintain a professional working relationship with GCCAC staff, volunteers, board, partner agency representatives, and CACTX representatives.
- Assist in maintaining a clean and safe work environment.
- Travel may occasionally be required for educational or business purposes. It is not anticipated that any travel would last more than 2 – 3 days.
- Desirable personal qualities include: tact, good judgment, flexibility, a positive attitude, high professional standards and ethics, and an ability to get along with a variety of people from various disciplines.
- Complete all other duties as assigned by the Executive Director.

PLEASE NOTE THAT THE SUCCESSFUL CANDIDATE WILL HAVE TO PASS A CRIMINAL BACKGROUND HISTORY CHECK, DFPS BACKGROUND CHECK, AND SEX OFFENDER REGISTRY CHECK. UPON EMPLOYMENT, ANNUAL CHECKS WILL BE REQUIRED.

INTERESTED QUALIFIED APPLICANTS SHOULD SEND THEIR RESUME, COVER LETTER, AND A LIST OF 3 PROFESSIONAL REFERENCES TO CHRISTY WILLIAMS AT [CWILLIAMS@GCCAC.NET](mailto:cwilliams@gccac.net).