

# StrongGirls Clinical Coordinator Job Description

Position Title/Hours:	Clinical Coordinator 24-30 hours per week
Program/Service Area:	StrongGirls Program
Position Type:	Primarily in-person, minimal remote hours
Location:	Birmingham, AL
Reports To:	Executive Director

## Job Overview:

Joining the team as the Clinical Coordinator of the StrongGirls program offers an opportunity to lead a dynamic, highly creative, experiential treatment program designed specifically for high-risk adolescent girls, ages 12-18 referred from the juvenile justice system. The Clinical Coordinator plays a pivotal role in all aspects of the program ensuring the consistent delivery of high-quality services and maintaining a safe, therapeutic milieu in alignment with the StrongGirls vision and philosophy.

## Key Responsibilities:

- Schedule, implement and manage all components of the StrongGirls program including group, individual and family therapy, expressive and visual arts activities, team building initiatives, equestrian-assisted therapy, and closing ceremonies.
- Work closely with Executive Director and Program Coordinator in the areas of program development, community networking and outreach activities.
- Work in coordination with Executive Director to develop StrongGirls grant proposals per the required due dates.
- Work in coordination with Executive Director on hiring for StrongGirls program positions.
- Train, supervise, and conduct performance reviews for StrongGirls staff.
- Collect invoices/time sheets from SG staff at the beginning of each month, check for accuracy and forward to Executive Director for payroll transfer.
- Assist Program Coordinator with intake assessments, implementing strength-based, individualized treatment plans, case management services and discharge planning.
- Provide support to individual girls as needed via text, telephone or zoom.
- Conduct weekly treatment team meetings and coordinate in-service trainings.
- Lead staff in developing creative interventions for the SG group and individuals with diverse learning styles; co-lead girls and family groups.
- Conduct program monitoring and evaluation activities as specified in grants and contracts.

- Maintain up-to-date knowledge of gender-specific, trauma informed, culturally and developmentally sensitive best practices for treatment approaches with high-risk adolescent girls.
- Maintain communication, including liaising, with the Jefferson County Family Court Officials including case updates and reports.
- Establish and maintain relationships with referral sources and collateral contacts.
- Compile and submit DYS Annual Report.
- Coordinate site visits with DYS and other grantors as required.
- Manage the annual budget for the StrongGirls Program.
- Maintain records and reporting in accordance with professional standards.
- Supervise master's level student internships and practicums.
- Assist with other duties/projects as needed.

### **Qualifications & Skills:**

- Licensed Independent Clinical Social Worker (LICSW), Licensed Professional Counselor (LPC), or licensed in a related field.
- Minimum of 3 years post-graduate experience in supervision and working with female adolescents, families, and the juvenile justice system
- Experience in managing adolescent group dynamics in a psychotherapeutic setting; ability to implement extensive repertoire of activities and interventions geared to the unique composition of each group. Must possess strong clinical judgement.
- Must be high energy, passionate about work with adolescents, possess ability to be “present” and apply deep listening skills.
- Experience in and ability to maintain a cohesive, creative and highly interactive staff.
- Experience and credentials to supervise clinical professionals toward licensing (preferred)
- Experience in grant writing
- Strong organizational and interpersonal skills, keen attention to detail, solid work ethic, and the capacity to work independently as well as with a team.

### **To Apply:**

If you would like to apply for this position, please send a 1-page cover letter describing your experience related to the requirements and qualifications with your resume to [cwihiring@yahoo.com](mailto:cwihiring@yahoo.com).

Salary range: \$38,000 - \$45,000