

# ***Holy Family Institute***

## ***Assistant Lead Clinician***

### ***Journey of Hope Program Bilingual – Spanish/English***

**Reports to:** Lead Clinician, Journey of Hope (JOH) Program

**Hours:** FT Position – Salary position which requires flexibility in schedule.

**General Statement of Duties:** The Assistant Lead Clinician shall conduct mental health assessments for all UC (Unaccompanied Children) in care, as well as provide ongoing individual, group, and crisis intervention and be available for on-call rotation and psychiatric emergencies. In conjunction with referring agency, Assistant Lead Clinician establishes goals regarding preparation for family reunification and behavior motivation. Coordinates and schedules the development of the Individual Service Plans. Assistant Lead Clinician utilizes team approach to the care of children and to ensure coordination of services and actively collaborate with residential staff and school staff to collect information regarding resident's participation in program and provide guidance and support for the therapeutic milieu. ORR (Office of Refugee and Resettlement) will have final approval of any candidate that is hired for this position.

In addition to the above responsibilities, the Assistant Lead Clinician will have the following additional duties:

- Provide assistance with cosigning of documentation to ensure that documentation is reviewed, approved and filed more quickly.
- Provide Lead Clinician coverage in absence of the Lead Clinician
- Provide case consultation in addition to Lead Clinician
- Assist with tracking clinical documents for all UCs on an excel document
- Manage Well Being follow up call completion and submission by appropriate deadline with the Administrative Assistant for all case discharges
- Regularly attend house meetings to support clinicians and residential staff with any and all clinical matters
- Carry more than 6 cases in times of influx or in times of temporary unforeseen need or in absence of the Lead Clinician.

Requirements: Assistant Lead Clinician shall have a Master's degree in social work (MSW) or Master's degree in psychology, sociology or other relevant behavior science in which clinical experience is a program requirement; It is preferred that candidates with Master's also have 2 years of postgraduate direct service delivery experience; Candidates with a Bachelor's degree in one of the aforementioned sciences must also have 5 years clinical employment experience. All candidates must be Licensed or eligible for licensure. Must have Act 33, 34 and FBI Clearances. ***Candidate must be fluent in both English and Spanish*** (read, write and speak). EOE

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