

CITY OF CHATTANOOGA

Classification Specification Title: Assistant Director, Clinical & Coordinated Services

Department: Executive Branch - FJC

Pay Grade: GS.13

Supervision Received From: FJC Executive Director

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 9/23/22

Reviewed Dates: 3/28/25;

8/27/24; 10/20/23; 12/21/22

CLASSIFICATION SUMMARY:

Provide oversight and supervision of Triage/Coordinated Entry and referral, maintain collaborative relationships with on site Family Justice Center (FJC) partners and develop, coordinate and administer the clinical aspects at the Family Justice Center victims of domestic violence and their families, victims of elder abuse and victims of human trafficking in collaboration with FJC onsite and offsite partners. This position works closely with other members of the FJC Team and all other workgroups and committees under the supervision and in coordination with the Executive Director of the Family Justice Center.

SERIES LEVEL:

The Assistant Director, Clinical & Coordinated Services is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises assigned staff and interns to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

Manages the day-to-day delivery of clinical services at the FJC, which includes developing, planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, participates and is involved in long and short-term strategic planning, and/or service offerings; acts as a liaison with onsite and offsite community partners and ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards.

Recommends and implements new methods of therapeutic service delivery based on evidence based best practices which includes but is not limited to developing policies and procedures and ensures conformance of programs with established standards; evaluating program effectiveness in collaboration with FJC onsite partners and developing, institutionalizes and manages a comprehensive clinical program in collaboration with FJC onsite partners.

Provides expert testimony in criminal domestic violence, elder abuse and human trafficking cases. Conducts evaluations on clients and performs risk assessments, safety planning, and comprehensive needs assessments; maintains confidential client records.

Develops and maintains the FJC Trauma Stewardship program; provides crisis and trauma intervention as needed. Coordinate and/or participate in/on a variety of meetings, seminars, conferences, training sessions and/or other related events in order to receive and convey information.

This position will act in the place of and serve as direct back up for the Executive Director as necessary.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Master's degree from accredited school in social work/human services and four (4) years of clinical experience required and must have a minimum of two (2) years of clinical staff supervisory experience as well as proven fiduciary responsibility or a minimum of ten (10) years of any combination of education, training and experience to sufficiently perform the essential functions of this position.

LICENSING AND CERTIFICATIONS:

Licensed Master's Social Worker (LMSW) and/or Licensed Clinical Social Worker (LCSW) and/or Licensed Medical Family Therapist (LMFT) and/or Licensed Professional Counselor (LPC) in the state of TN.

Valid Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of management principles and practices; best practices of trauma informed clinical practice principles; public administration principles; customer service principals; coordinating activities with other internal departments and/or external organizations; using a computer and related software applications; developing and implementing policies, procedures, and operating strategies; applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, policies, and procedures.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; working with a diverse range of adults and families from a trauma-informed perspective; public speaking; strong problem solving; excellent written and verbal communication; managing the work of external vendors and contractors; applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines; and, communication, interpersonal

skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.