



## JOB DESCRIPTION

<b>Job Title:</b>	Program Manager / Lead Therapist - Loveland
<b>Reports To:</b>	Clinical Director
<b>Employment Status:</b>	Full time, 40 hours per week
<b>Job Location:</b>	ChildSafe Office - Loveland
<b>Work Schedule:</b>	Mon-Friday, varied schedule
<b>Exemption Status:</b>	Exempt/Salaried
<b>Salary Range:</b>	\$58,000-63,000/year
<b>Job Opening Date:</b>	Fall/Winter 2024

### ***Position Summary:***

The Program Manager/Lead Therapist is responsible for providing clinical supervision to select ChildSafe therapists and clinical interns, direct therapy, and engaging in program development to move our mission forward. The position is crucial in enabling ChildSafe to accomplish its mission to break the cycle and heal the childhood trauma resulting from abuse and neglect with specialized treatment, education and community outreach.

### ***Essential Job Functions:***

- Manage the ChildSafe office in Loveland, including supervising the daily staff.
- As a member of the ChildSafe management team, coordinate program services and operations in the Loveland Office to maintain continuity with the overall mission and values of ChildSafe as a whole.
- Maintain a caseload of 10-15 clients and 10-15 direct service hours.
- Conduct consultations with new therapy clients, providing initial intake evaluations and assessments for victims/survivors in order to determine readiness for individual, family, and/or group counseling.
- Develop treatment plans for clients, as well as review and approve treatment plans developed by unlicensed supervisees.
- Make appropriate, culturally responsive diagnostic determinations according to the DSM-5.
- Provide individual, family, and group counseling to primary and secondary survivors.
- Teach and coordinate the trauma-informed parenting classes, including training new therapists who can facilitate classes.
- Enforce and abide by ChildSafe Colorado policies and all ethical and legal guidelines related to the provision of clinical services per Colorado Law, HIPAA, and codes of ethics governed by your professional organization(s).
- Debrief with-clinical staff and interns on client cases as needed.

- Provide input on mandated reporting situations.
- Assist other therapists and staff with crisis intervention and risk assessments/safety planning as needed.
- Promote and model healthy self-care and work-life balance.
- Assist with client referrals, return phone calls, conduct intake interviews, give Victim's Compensation information and assistance and assign cases to the appropriate therapist.
- Follow up on clients through daily supervision, consultation and training of ongoing assigned therapists and clinical interns.
- Meet weekly or upon request with supervisees in order to track cases and assist with treatment planning and implementation.
- Be available by phone or special appointment to assist therapists with emergencies and other problems concerning their cases.
- Assist clients with finding funding sources for victim services.
- Attend case coordination on cases when complications arise.
- Provide crisis intervention to new referrals and telephone consultation to victims and other professionals regarding reporting procedures and available resources.
- Train graduate student interns as well as externs and meet with them weekly to provide supervision.
- Allow student interns to shadow on selected cases for hands-on instruction.
- Coordinate with referral agencies regarding referral procedures.
- Network with other agencies that provide victim services or investigate abuse to facilitate the coordination of services and ensure the effectiveness of interventions.
- Conduct outreach into the community to disperse information about the agency's mission, services and referral procedures.
- Assist with writing grants and grant reports.
- Oversee program development and keep the program up to date with best practice in the field of child abuse treatment.
- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

***Additional Job Functions:***

- Attend regularly scheduled staff and clinical team meetings.
- Enter updated data for the clinical database.
- Facilitate the collection of Outcome Measurements.
- Available to clients who are not satisfied with their therapist and/or the services they are receiving in order to problem solve or make referrals if a solution cannot be found.
- Assist with fundraising events as needed.
- Act as the daily point of contact for management and facility issues in the Loveland office. This may include administrative staff direction and other office needs.

***Education and work Experience Qualifications:***

- Master's degree or higher in the area of mental health therapy with specialized post-graduate education in the treatment of sexual abuse victims.
- Licensed in the field of psychotherapy for at least 3 years.

- A minimum 3 years of experience in supervising a sexual abuse treatment program and providing therapy to sexual abuse victims and their family members.
- Minimum of 3 years of experience supervising interns, externs and therapists in the field of sexual abuse treatment.
- Specific experience working successfully with multi-disciplinary teams and collaborating with various agency professionals who investigate, treat and prosecute sexual abuse.
- Excellent human relations skills and experience in crisis management, problem solving and team building.
- Excellent organizational and communication skills.
- Demonstrated life experience that shows strong empathy for children.
- Knowledge of the criminal justice and child protective systems.
- Grant writing and management experience desirable.

***Personal Characteristics:***

Ethical Behavior	Relationship Building
Effective Communication	Teamwork
Leadership	Strategic Decision Making
Organizational Skills	Problem Solving

***Physical Demands:***

While the normal workweek for this role is 4-5 days, averaging 40 hours, flexible time may be required to attend meetings, make presentations or assure the smooth operation of the organization. Most activities take place in a normal office environment. This position requires extended periods of time sitting and working at a computer. There may be some exposure to adverse weather conditions during travel required to attend public engagements. Serious disabilities that would normally prevent adequate performance of the job include serious problems with arms, legs, hands, back, neck, and hearing.

***Work Environment:***

The Program Manager/Lead Therapist works primarily in ChildSafe’s Loveland office.

***Salary + Benefits:***

Pay Range: \$58,000-\$63,000 / year; licensure status, management and therapeutic experience are also taken into consideration.

Benefits include:

- Health/Dental/Vision insurance and Employee Tele-Health program
- Flexible schedule
- Life insurance

- Paid time off
- Retirement plan
- Disability insurance
- FAMLII match
- Staff Wellness Reimbursement program
- Join an incredible, supportive team!
- Professional Development Assistance
- Living Wage Policy
- Ongoing employee engagement events
- Ongoing Supervision & training

ChildSafe Colorado, Inc. is an equal employment opportunity employer. ChildSafe Colorado, Inc.'s policy is not to discriminate against any applicant or employee based on race, color, sex, sexual orientation, gender identity, religion, national origin, age (40 and over), disability, military status, genetic information, or any other basis protected by applicable federal, state, or local laws. ChildSafe Colorado, Inc. also prohibits harassment of applicants or employees based on any of these protected categories. It is also ChildSafe Colorado, Inc.'s policy to comply with all applicable federal, state, and local laws respecting consideration of unemployment status in making hiring decisions.