



Care House Job Description Director of Clinical Services/Lead Counselor

Position: Director of Clinical Services/Lead Counselor
Supervisor: Care House Program Director

Last Revision Date: June 1, 2024
Pay Range: \$68,500 – \$74,800

Care House is a private, non-profit agency whose mission is “to prevent and reduce the incidence and trauma of child sexual and physical abuse in Macomb County through collaborative, multidisciplinary and effective family-centered activities.”

Care House, the Macomb County Child Advocacy Center, seeks a Director of Clinical Services/Lead Counselor to join our team. Candidates must possess a master’s degree in an appropriate mental health field, hold current appropriate licensure in good standing and have a minimum of five years’ experience working with children and families in crisis and child trauma (preferably child sexual and physical abuse). Prior supervisory experience is also required. The candidate should also be familiar with legal reporting requirements under the Michigan Child Protection Act. They should have excellent computer skills, written and oral communication skills, and the ability to work well in a team environment.

About Macomb County

Macomb County, Michigan (part of the metropolitan Detroit area) is characterized by dynamic urban clusters, expansive networks of industry and commerce, pristine natural features and bountiful agricultural lands. From the densely-populated southern cities to the rural northern villages, Macomb County possesses a wealth of assets that make it a desirable place to live, work and play!

Macomb County is Michigan’s third most populated county, boasting a population of more than 865,000 residents and growing. Thirteen people each day choose to make Macomb their home. The county is home to three of the 10 most populated communities in the state: Warren (No. 3), Sterling Heights (No. 4) and Clinton Township (No. 8).

Lake St. Clair lies directly east of Macomb County, with 32 miles of coastline comprising part of the county’s eastern border. Thirty-one miles of the Clinton River traverse through the county. The county features more than 17,000 acres of parks and recreational spaces and is equipped with more than 155 miles of non-motorized trails. Fishing, boating and kayaking opportunities abound on the Clinton River and Lake St. Clair. Great entertainment can be found at Macomb County’s spectacular golf courses, popular retail destinations, delectable restaurants, top-notch breweries and local festivals.

Macomb County is committed to welcoming all people. As the county gains in population and cultural diversity increases, initiatives such as OneMacomb strive to cultivate a community that embraces all people and celebrates their unique contributions. Through collaborative community-based activities, Macomb County is promoting multiculturalism and inclusiveness.

Job classification and status: The Director of Clinical Services is an exempt, grant-funded position and can be terminated with or without cause. The position requires 40 hours per week of crime victim support services with flexibility in scheduling, including the ability to work until 7pm two to three days per week and occasionally on weekends. This position is contingent upon continued grant funding. This is an administrative level position and is under the supervision of the Care House Program Director.

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Care House has offices in two locations: Mount Clemens and Warren, Michigan. This position requires the ability to work at both locations. The position requires 40 hours per week of crime victim support services with flexibility in scheduling, including evenings and occasionally on weekends.

The salary range for this position is between \$68,500 - \$74,800. Care House offers excellent benefits, including employer-paid health care, dental and vision insurance for all full-time staff and access to a 401(k) with company match and flex spending plans. Care House recognizes that our employees are our most valuable asset and promotes a healthy work-life balance, including flexible work schedules, occasional work from home days and a very generous vacation/holiday policy. Care House also supports ongoing relevant training opportunities for all employees.

Staff Supervisory Duties

1. The Director of Clinical Services will conduct weekly individual supervision with each Clinician and monitor all client records on a regular basis.
2. The Director of Clinical Services will monitor all CPS reports made in the Clinical Services Department to ensure that reports will be filed appropriately.
3. Training opportunities for Interns and Clinicians will also be monitored and/or provided as well as updates on therapeutic interventions, innovations and research as pertinent to the counseling program. He/She may also provide training opportunities to the MDT per VOCA guidelines.
4. The Director of Clinical Services will keep track of clinical staff's schedule and hours. She/he will be responsible for approving any changes to their schedule and will notify the Care House Program Director prior to the change.
5. The Director of Clinical Services will also assess and evaluate clinician and performance, client satisfaction program effectiveness.
6. Consistently demonstrates ethical and professional behaviors and leadership skills that are in support of the mission of Care House and serves as an advocate for the agency and its clients to support and promote quality standards for child abuse investigations in Macomb County.

Student Intern Supervisory Duties

1. The Director of Clinical Services will provide on-going supervision for Graduate Interns in counseling and family advocacy.
2. She/he will conduct weekly individual supervision with each Intern and monitor all client records on a regular basis. Training opportunities for Interns will also be monitored and/or provided as well as updates on therapeutic interventions, innovations and research as pertinent to the counseling program.
3. The Director of Clinical Services will keep track of the interns' schedule and hours. She/he will be responsible for approving any changes to their schedule and will notify the appropriate staff. If an intern misses time required, a plan to make up any missed time must be discussed with and approved by the Director of Clinical Services.

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4. The Director of Clinical Services will also assess and evaluate intern knowledge and performance. In cooperation with the Program Director, the Director of Clinical Services will assign the Intern tasks and clients. These tasks may include, but are not limited to: providing Crisis Counseling, facilitating Support Groups and Individual Counseling sessions.
5. Working with the students' Field Liaison, the Director of Clinical Services will provide feedback and evaluation, including filling out any paperwork required by the learning institution.
6. The Director of Clinical Services will work closely with community professionals to identify gap areas in services for child abuse and neglect victims and assist with development of programs to fill gaps and implement systems change

Counseling Duties: Provides counseling duties as assigned up to 15 contact hours per week, including:

1. Build therapeutic alliance with client and non-offending caregivers.
2. Assess client/family needs using appropriate assessment methods.
3. Develop treatment plans using client-directed treatment planning and evidence-based practice interventions.
4. Provide a confidential, safe environment to deliver evidence-based practice interventions.
5. Review treatment plans to track progress towards goals and the possible need for revisions.
6. Provide aftercare planning.
7. Keep accurate records of counseling sessions, including chart and case notes and make needed revisions in a timely manner.
8. Facilitating Support and Treatment Groups
9. Work with groups of all ages, both therapeutically and supportive.
10. Gather information about community mental health needs and community resources that could be used in conjunction with therapy.
11. Attend weekly therapeutic supervisory sessions.
12. Attend ongoing training to increase skills and knowledge in order to maintain competency.
13. Provide follow-up advocacy services to therapeutic clients, while clients are in your care.

Family Advocate Duties: Provides advocacy and support services to clients as needed, including:

1. Provide crisis counseling and intervention services to families.
2. Provide information regarding dynamics of abuse and the multidisciplinary response
3. Provide updates to families by tracking the case from inception to end. Maintain contact with MDT for case status and follow-up with families to advise them of their case status.
4. Provide assistance to families in accessing/obtaining victim's rights as outlined by law
5. Work closely with families to assure that all materials explaining victim's rights are available and understood. Assist with Crime Victim Compensation forms as needed and make calls on the family's behalf to obtain information and resources they need or request.
6. Provide families with court education, support and accompaniment. In addition to the thorough explanation of the court experience, the Family Advocate is available to accompany the victim to the court when testimony from the victim will be scheduled.

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7. Assist with access to treatment and other services. Care House, through its many community linkages, assists families in accessing mental health or medical services, protective orders, housing, public assistance, domestic violence intervention, transportation, etc.
8. Follow-up contacts with families. A regular schedule of follow-up phone contact with clients at 2/4 weeks and again at 6 months is in place and followed on each case.
9. Attend monthly Case Review meetings as part of the MDT.

Other Responsibilities

- 1) The Director of Clinical Services will adhere to the professional ethics established by the National Association of Social Workers (NASW) or American Counseling Association (ACA) in their Code of Ethics and keep their license current and in good standing. They will attend, at minimum, the required number of Continuing Education Hours (CEU'S) and provide verification of attendance.
- 2) The Director of Clinical Services will adhere to the policies outlined in the Care House Policy and Procedure Manual and the Care House Employee Manual.
- 3) The Director of Clinical Services will participate in staff and program meetings, public speaking engagements, collaborative activities and other duties as assigned.

Minimum Knowledge, Skills and Abilities Required

- Master's degree in social work, counseling or psychology or related field with current licensure
- Previous supervision experience required
- Previous experience in providing therapeutic and advocacy services in a community setting
- Strong communication and interpersonal skills to effectively interact with individuals of diverse backgrounds, cultures and experiences
- An ability to work independently and also function cohesively as part of a team
- Superior writing and computer skills to complete forms, reports and other written materials
- Adequate knowledge of the Michigan Child Protection Act
- Must be able to deal with a variety of emotions under stressful situations and be able to deal with people who may be very upset. Emotional stability and personal maturity are essential.
- Ability to maintain strict confidentiality
- Consistently interacts with others in a culturally sensitive, inclusionary manner
- Demonstrates flexibility, openness to change and receptive to new ideas

Other Requirements:

The physical environment is an office building. The position requires the ability to sit at a desk, work on a computer and do some light lifting. Employees must be able to deal with a variety of emotions under stressful situations and be able to deal with people who may be very upset. Emotional stability and personal maturity are essential. All Care House employees must have no criminal convictions (felonies/crimes) of child abuse/neglect or violent crimes and no listing as a perpetrator on the Department of Human Services Central Registry.

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The above job description is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job. Employees are occasionally required to participate in activities outside of normal business hours.

Note: All employment relationships with Care House are of an at-will nature, may be terminated at any time, with or without cause, and with or without notice. Nothing in any job description, employment agreement, personnel policy or future evaluation shall alter the at-will nature of this employment nature.

The Macomb County Child Advocacy Center, Inc./Care House is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions, such as recruitment, hiring, training, promotion, transfer, layoff, recall, compensation and benefits, discipline, termination, and education, recreational, and social programs are administered without regard to sexual orientation, race, color, sex, religion, national origin, citizenship status, age, disability status, opposition or participation activity protected by applicable law, or membership or application for membership in a uniformed service. Employment decisions, subject to legitimate business requirements of Care House, are based solely on an individual's qualifications, merit and performance.

We welcome applicants who meet the position criteria to apply to join our team. Please send resume and cover letter to Care House Program Director, Nichole King at nicholek@mccarehouse.org. Care House is an Equal Opportunity Employer. More information on Care House may be found at www.mccarehouse.org.