LAURA’S HOUSE
JOB DESCRIPTION

JOB TITLE: Domestic Violence Clinical Educator
REPORTS TO: Clinical Supervisor / Client Services Manager
STATUS: Non-Exempt
LOCATION: Counseling & Resource Center

JOB SUMMARY:
The Domestic Violence Clinical Educator ensures high-quality, culturally competent service delivery by student / volunteer therapists; MFT trainees or MSW interns affiliated with the Counseling & Resource Center, and provides Domestic Violence education / outreach to Graduate-level Clinical programs. The primary accountabilities for this position are the (1) efficiency and effectiveness of clinical intervention and therapeutic services; (2) supervision of student therapists and volunteers; (3) provision of domestic violence education to graduate-level psychology programs, and (4) clinical coverage during absence of Clinical Supervisor.

JOB DUTIES:
1. Provide weekly individual and group clinical supervision to trainees/interns.
2. Recruit and train student trainees annually (2-4 students per year).
3. Sign all forms required by the California Board of Behavioral Sciences; enforce professional rules, regulations, and ethics.
4. Complete evaluations of students as required by school programs, in addition to other University programmatic requirements.
5. Enforce the Counseling & Resource Center’s policies and procedures.
6. Establish and maintain working relationships with universities.
7. Facilitate Practicum Instructor / University site visits as applicable.
8. On-call emergency availability required in the absence of the Clinical Supervisor.
9. Respond to external students requests as applicable to domestic violence-related issues (ie: interviews).
10. Coordination of former client requests for chart documentation / information (ie: obtaining releases, drafting letters, etc).
11. Cover clinical supervision needs of MFT Interns and therapists in the absence of the Clinical Supervisor.
12. Community engagement speaking as required.
13. Maintenance of accurate, up-to-date information regarding the CRC programs on LH website, including student FAQ segment.
14. Supervise CRC volunteers as applicable.
15. Facilitation of Co-Dependency Group, Anxiety Group and other group / crisis session coverage as needed.
16. Other duties as assigned.
ADDITIONAL RESPONSIBILITIES:
1. Preserve confidentiality of all client, staff, volunteer and agency information. Exceptions include information pertaining to child abuse, elder abuse, danger to self or others or in response to an authorized release of information.
2. Represent the agency in a positive, professional manner at all times.
3. Maintain a tidy, organized work area.
4. Participate in agency functions as a participant or presenter as needed.
5. Flexible hours as needed.

EDUCATION AND EXPERIENCE:
• Master’s degree in Marriage and Family Therapy or Social Work or related field required.
• Current California license as MFT or LCSW required for 2 + years.
• Direct practice experience with domestic violence survivors required.
• 40-hour domestic violence training as required by law.

KNOWLEDGE, SKILLS AND ABILITIES:
• Bilingual Spanish preferred.
• Excellent oral and written communication skills.
• Computer competency.
• Works well independently and as a team leader.

JOB QUALIFICATIONS:
• Valid driver’s license, reliable transportation and appropriate insurance.
• Finger Printing and TB Test
• Employee is occasionally required to stand; walk; sit; use hands to finger; handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include: close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This description reflects the principal functions of the job for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements of the job nor shall be construed as giving exclusive responsibility for every function described.