
Job Description

The Sexual Assault Resource Center (SARC) has been a powerful answer to survivors of sexual assault in the Brazos Valley. Since 1983, the agency has served the people of these communities with advocacy, empowerment and education. We are a passionate group of individuals that are dedicated to this mission and ending sexual violence in all its forms. SARC is committed to social justice, as we build a culturally diverse and pluralistic staff who able to accept, understand and relate to people of varied socio-economic, racial, cultural, gender preference, sexual preference and experimental backgrounds.

The Clinical Services Director's role is to ensure that survivor-centered, trauma-informed, culturally responsive, and age appropriate counseling services are provided to SARC clients. The Clinical Director provides consultation, oversight, and clinical supervision to SARC counselors, staff and registered interns; ensures that clinical documentation is completed in a timely manner for interns and licensed therapists; and that counselors meet all legal (Board of Behavioral Sciences), ethical and grant related standards. The Clinical Services Director also works closely with the SARC Director, Client Services Manager and Education and Outreach Manager to ensure that clients are assigned to SARC clinical staff as quickly as possible and/or assigned to appropriate therapy groups.

Principal Duties and Responsibilities:

Responsibilities

- Review, update and maintain SARC Clinical Program Policies, procedures, and paperwork, including intake forms, releases, assessments, treatment plans and client feedback forms;
- Provide peer support to and convene consultation groups for SARC licensed clinicians by facilitating weekly clinical team meetings;
- Provide support, training and clinical supervision for SARC interns;
- Commitment to learn, utilize, and train others on SARC's client management software;
- Review and analyze the results of client feedback and implement necessary improvements to SARC's clinical services;
- Attend meetings, conferences, agency functions, fundraisers, events, and other job-related events as required.

Administrative Duties

- Perform agency and program administrative and operational tasks, as needed;
- Uphold and adhere to the policies and bylaws of the organization;
- Remain current with news, new legislation, reporting laws, child abuse and sexual violence research in general;
- Remain current with license and supervision requirements of the BBS;
- Report regularly to the Executive Director to insure she is fully informed of all program activities;
- Carry out other duties as assigned by the Executive Director.

Qualifications:

- LPPC in counseling field for a minimum of 2 years, with two (2) years of supervisory experience;
- Post-graduate experience conducting therapy and supervision, and have worked in an outpatient setting for at least 2 years;
- Training and experience delivering/supervising trauma-focused evidence-based practices;
- Experience with facilitating training to individuals and groups, while having a thorough understanding of the needs of adult and child survivors of abuse, sexual assault, and human trafficking;

- Excellent oral and written communication skills, strong organization skills and ability to foster community-based partnerships;
- Maintain confidentiality of information. Must be able to travel to all seven counties and have valid driver's license.

Job Type: This is a part-time position (20 hours/week). Flexible scheduling required, weekend and evening hours as needed.

Salary: Commensurate with experience. Excellent benefits and work environment.

Experience:

- Supervisor: 2 years (Required)
- Current license

Education:

- Master's (Required)
Qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Job Type: Part-time