



HPOP COORDINATOR FAMILY TRAUMA THERAPIST

The HPOP Coordinator and Family Trauma Therapist is responsible for providing trauma-informed clinical services to children and families participating in CAWC's Humboldt Park Outreach Program (HPOP). This position is also responsible for supervising service delivery for the Humboldt Park Outreach Program (HPOP). This is an outstanding opportunity for a human service professional with experience managing a portfolio of dynamic programs and leading a team of staff to achieve measurable results.

FUNCTION: Responsible for providing trauma-informed clinical services to children and families, as well as parenting education and support to mothers through the Children's Enhanced Services Project.

FT/PT: Full-Time

CLASSIFICATION: Exempt

REPORTS TO: Program Director

Responsibilities

- Coordinate and supervise day-to-day operations of the HPOP program.
- Conduct consistent case management and other meetings with staff and interns to ensure coordination of HPOP program.
- Provide leadership, supervision and ongoing performance management to direct service staff at HPOP to ensure high-quality and well-coordinated intervention services to program clients.
- Provide comprehensive training to new staff, as well as ongoing staff development and education.
- Serve as a resource for HPOP staff as it relates to both program and administrative matters; ensure that assigned staff members implement program services and handle administrative responsibilities in accordance with CAWC policies and funder guidelines.
- Provide assessment to identified child clients of the program and develop individualized treatment plans for the children and their families.
- Provide individual therapy to children.
- Facilitate family therapy sessions with mothers and their children.
- Provide parenting education to mothers individually and in group.
- Organize and facilitate age-appropriate groups about domestic violence and associated topics for children and teens.
- Provide clients with referrals for additional services, as appropriate; work collaboratively with other direct service providers to meet clients' needs and goals; and advocate on behalf of clients with other systems.

- Represent CAWC at various community outreach and education events, as appropriate.
- Serve as an occasional trainer for the CAWC 40-Hour Domestic Violence Training, or for other internal staff and volunteer trainings.
- Ensure the provision of family trauma therapy services as required by funding contracts.
- Complete client and program-related records to document eligibility and service provision for a variety of data needs and funder requirements; oversee assigned client records to ensure completeness; enter monthly client data into InfoNet database; and complete program reports as required.

Funder and Other Contractual Obligations:

- Maintain service provision standards, documentation and client files in accordance with CAWC policies and funder guidelines.
- Assume responsibility for program audits related to HPOP services in compliance with funder guidelines.
- Assist with site visits from various funders and other entities upon request; represent HPOP programs during such site visits.
- Coordinate the collection and entry of all data in relation to HPOP services and review data for accuracy.
- Assist the Program Director in the preparation of grant proposals related to HPOP services.
- Compile monthly, quarterly and yearly program reports related to HPOP services; ensure accurate and timely submission to funders.
- Prepare other reports on program services, statistics and outcomes for various funders, partners, CAWC staff members and other parties as needed.

CAWC Internship Program:

- Support the master's-level student internship program.
- Support in recruitment, training and supervision of student interns.
- Ensure adherence with college/university guidelines for internship program implementation.

Qualifications

Education, Certifications and Experience:

- Master's-level degree in human services related field and minimum of three years working with children and families, preferably in a domestic violence program.
- Clinical licensure – e.g. LCSW, LCPC, etc.
- Illinois Domestic Violence Professional (ICDVP) certification required within one year of hire.
- Minimum one-year experience coordinating program services or similar activities.

- Demonstrated ability to work with a broad range of internal and external partners to develop relationships, facilitate collaboration, and achieve results.
- Demonstrated capacity to be self-directed and take initiative while maintaining harmony with program and agency strategy.

Personal Characteristics and Commitments:

- Excellent organizational and time-management skills, with strong attention to detail and a consistent ability to meet multiple deadlines.
- Excellent written and oral communication skills, along with public speaking aptitude.
- Collaborative and creative problem solver.
- High level of energy, with a positive, "can-do" attitude.
- Commitment to using an asset-based approach to both staff supervision/coaching and client service provision.
- Dedication to empowerment of women and children, as well as a commitment to and understanding of anti-oppression and social justice work.
- Capacity to work effectively with others of diverse age, language, race, ethnicity, sexual orientation, religious belief, mental/physical ability, and socioeconomic status.

General: Preferred

- Proficiency in MS Office applications including Word, Excel, PowerPoint, and Outlook.
- Availability to work a flexible schedule including evenings.
- Bilingual Spanish/English.
- Previous completion of 40-Hour Domestic Violence Training at an ICDVP approved site.