



**POSITION:** Clinical Administrator  
**JOB CODE:** 2146 **GRADE:** 120G  
**DEPARTMENT:** Community Services **DIVISION:** Human Services  
**REPORTS TO POSITION:** Family Violence Program Coordinator  
**STATUS:** Full-Time **FLSA:** Exempt

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### ***Position Summary***

Position assists with daily operations at the Domestic Violence Rape Crisis Center – The Bridge. This position is responsible for supervision of the clinical staff, advocates, shelter manager, office services specialist, outreach coordinator and provides overall case management and clinical direction.

### ***Position Responsibilities***

1. Direct supervision of clinical staff, advocates, shelter manager and rape crisis outreach coordinator.
2. Provide overall case management and clinical direction on all cases receiving domestic violence, shelter, or rape crisis services.
3. Coordination of counselors' meetings and routine staff meetings.
4. Continual overview of centers clinical services including ongoing needs assessment of client population and assisting the development of new services to meet these needs.
5. Meet with assigned individuals, families, and groups in caseload.
6. Completes client intake process and clinical assessments and provides information and literature concerning program services.
7. Develops service plans of goals and monitors clients in accordance with established goals, objectives, and tasks.
8. Assesses barriers to treatment, implement services, and evaluates progress.
9. Provides trauma informed therapeutic services, counseling regarding employment, parenting skills, physical and sexual abuse, drug or alcohol abuse, mental illness, etc.
10. Provides crisis intervention therapy.
11. Refers clients to appropriate agencies for diagnostic assessments and treatment.
12. Provides direction and information to service providers via ongoing oral and written communications.
13. Serves as a liaison between clients and other service providers and provides advocacy for clients with community institutions.
14. Participates in court proceedings as required and establishes communication with attorneys.
15. Maintains case records and statistical information.
16. Position requires being on-call on a routine basis.

### ***Minimum Qualification Requirements***

#### **Education**

Master's degree in social work or other related field.

#### **Experience**

Four (4) or more years of experience in social work services or related field.

*\*An interested candidate with an equivalent combination of education and experience as listed above may be considered.*

### **Certificate(s) and/or License(s)**

1. Possession of a valid Class "C" non-commercial driver's license with no more than three (3) points.
2. MSW candidates must possess a LCSW-C from the Maryland Board of Social Work Examiners or equivalent license related to professional education.

### **Knowledge, Skills & Abilities**

1. Knowledge of treatment theories and their applications as applied to domestic and sexual violence victims.
2. Knowledge of practices, theories, and methods of program planning, implementation, and evaluation.
3. Ability to supervise, train, and plan the work of others.
4. Ability to develop accurate and useful reports.
5. Ability to establish effective working relationships with the staff of courts, law enforcement departments, public agencies, and the general public.

### ***Miscellaneous Position Information***

#### **Working Conditions & Physical Requirements**

This role is primarily sedentary in nature but may involve occasional strenuous effort, such as handling moderately heavy boxes, tools, equipment, or other materials; walking or climbing over uneven surfaces; and sitting/standing in fixed position for extended periods of time. Must be able to lift 50 pounds unassisted on a regular basis. General conditions involve working at a computer, using telephonic equipment, and interfacing regularly with internal and/or external stakeholders.

Work is normally performed Monday through Friday during normal business hours, however, may require alternate work hours 24 hours a day, seven (7) days a week.

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

#### **Conditions of Employment**

1. Prior to appointment, employees are subject to pre-employment medical history review and drug testing, extensive background investigation (which may require CJIS and NCIS clearance), including but not limited to reference checking, and driving history, and an evaluation of training or experience.

#### **Benefits (*\*Not all positions may be eligible for these programs.*)**

Cecil County Government offers a full complement of benefits including medical, dental, life, disability, and AD&D insurance programs as well as a generous time off benefits. We understand that finding the right balance between home and career is a challenge and offer the following programs: employee assistance program, flexible work arrangements/compressed schedule and telework/remote office opportunities.

This position description is representative of the general and most important components of this role and does not characterize every aspect of the job; other duties and responsibilities may be assigned as warranted and deemed appropriate. This document does not constitute a contract of employment, nor a guarantee of continued employment. Cecil County Government is an equal opportunity employer.

***By signing below the employee indicates this job description was reviewed, acknowledged, and accepted. Questions regarding the job description should be directed to Human Resources.***

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Employee Printed Name

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Date

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Employee Signature