

BOSTON PUBLIC HEALTH COMMISSION

JOB TITLE: Clinical Coordinator POSITION #: TBA

PROGRAM: Addiction Bureau/ MORE Program

LOCATION: Finland -Safe and Sound Return Reentry

SUPERVISOR: Director

SALARY: \$45,000 – 50,000 annualized range, DOE

HOURS: 40 Hrs/wk, 8-5 some evening hours may be required

DUTIES:

Oversee and assist in the delivery of the clinical intervention elements of the *Safe and Sound Return project*, and provide support to staff. Assist clinical staff in facilitating intervention groups and individual counseling sessions, provide consultation in conducting all curricula, and will assist in cross training of staff. Assist Director of Reentry Services in the design and implementation of community reentry services for women released from South Bay House of Corrections and Framingham State Prison. Function as a member of the Project Workgroup.

Oversee the logistics of the intervention groups including group scheduling, and coordinating recruitment of clients into the groups. Facilitates the Women's HIV Prevention Leadership Intervention, Spirituality, TREM, ATRIUM, MBSR, Economic Success in Recovery, Family Nurturing, Pathways to Reunification, Recovery groups and other psycho educational groups. Development and coordination of all aspects of the project clinical intervention, provide training and supervision to clinical staff, and act as a liaison between project and clinical staff.

Supervises staff involved in the delivery of clinical services and case management activities.

Participate in documentation of project activities (i.e. completion of bi-annual reports, annual continuation grant application) Assist the evaluation team in the development and implementation of evaluation activities.

Prepares reports and any necessary paperwork required by the project and funder to document services provided to clients served by the project. Work in a confidential capacity with the Director including materials and matters of a highly sensitive nature. Meet regularly with director regarding all aspects of program operations, including but not limited to matters pertaining to program staff and other confidential matters. Operate independently. Use independent judgment and discretion to make decisions affecting the program and staff as it relates to program operations/services and BPHC policy. Performs other duties as required.

MINIMUM QUALIFICATIONS:

BA OR Master's degree in a social service field.

Minimum of five years experience in the delivery of substance abuse and/or trauma mental health services. Experience in providing services to women with a history of incarceration, substance abuse, mental illness, HIV risk, and/or survivors of domestic violence and childhood or adulthood abuse.

Experience in working with inner city women of diverse racial and ethnic backgrounds.

Familiarity with operations of clinical projects, research protocols, ethical standards, and staff training.

Strong written and oral communication required,

Bilingual-bicultural skills desired (Spanish & English).

This position requires direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

Boston residency required or willingness to relocate.

REQ#: PHC 3015