



## Job Description

Radiant Futures is an equal opportunity employer

<b>Job Title</b>	Associate Director of Clinical Services	
<b>Reports to</b>	Chief Programs Officer	
<b>FLSA, Pay</b>	Exempt: Full-Time	Rate: \$70,000- \$82,000 annual

## Agency Overview

Originally founded as Women’s Transitional Living Center (WTLC) in 1976, Radiant Futures is the oldest domestic violence program in Orange County and the third oldest in the nation. Originally established as an emergency shelter, Radiant Futures has since evolved into a multiservice organization dedicated to ending the cycle of violence through a trauma-informed, survivor-driven approach. Today, we are equipped to respond to the nuanced needs of survivors of both domestic violence and human trafficking, and we continue our tradition of evolving to meet their needs through the constant pursuit of innovative programs and evidence-based best practices.

Our programs fall under three major categories: Bridge Housing, Supportive Services, and Community Education and Advocacy. Through our three-fold approach, Radiant Futures strives to meet the needs of survivors of any gender, their children, and survivors often not served by other programs. Uniquely tailored to the needs of survivors and their families, our programs are rooted in the understanding that there is no one-size-fits-all approach to safety, recovery, and self-sufficiency.

## Position Summary

Under the direction of the Chief Program Officer, the Associate Director of Clinical Services is responsible for the management and expansion of Radiant Futures’ Clinical Services program. This position works as an integral part of Radiant Futures and ensures that appropriate therapeutic intervention models are being utilized within a trauma-informed care framework. Additionally, this position may provide individual and group counseling to participants and provides clinical supervision to MSW interns.

## Essential Duties

- Recruit, train, and supervise clinical advocates and interns
- With the organization’s leadership team, create a solid vision for programs and services, and implement best-practice activities and policies to promote positive outcomes for participants in relationship to clinical services

- Oversee provision of clinical services to participants and ensure they are trauma-informed and survivor driven
- Oversee the maintenance and expansion of the clinical program including increased funding streams and increasing capacity for services to survivors
- Provide monthly program updates to CEO and CPO that include but not limited to: success stories, challenges, and other metrics established by Radiant Futures, CEO, or CPO.
- Create and maintain a culture of cooperation and teamwork between the Clinical department and other Radiant Futures' departments.
- Interface with existing community partners, other mental health service providers, and contract representatives
- Ensure referrals are vetted, updated, and provided with resources when we cannot meet the legal needs of survivors.
- Review clinical intakes, assign clinicians, and track participant distribution and completion.
- Assist the Chief Program Officer to address requests for records, support letters, and verification of services.
- Support the Chief Program Officer to ensure that clinical services meet appropriate standards, grant conditions, and contractual requirements.
- Review and monitor clinical files and progress reports.
- Provide individual and group counseling to participants as needed.
- Provide clinical and programmatic supervision to staff and interns.
- Interface with other departments (Legal, Housing, Community) to ensure program cohesion and proper support is provided to all participants.
- Assist the Chief Program Officer to develop and maintain counseling forms and tracking systems.
- Assist in developing and maintaining Clinical Services policies, procedures, and protocols.
- Provide professional development trainings agency-wide.
- Manage concerns relating to coverage, productivity, and workload expectations.
- Function as a support for Field Instructors with MSW and MFT interns. Serve as the point of contact with partnering schools for intern recruitment.
- Provide management for daily operations of the counseling program.
- Maintain documentation, client files, and statistics as required.
- Manage participant and evaluation/outcomes tracking.
- Maintain relationships with outside agencies; attend appropriate meetings.
- Provide crisis support to staff as needed.
- Refer participants to community resources and advocate directly with other agencies as needed to support participants with services.
- Complete and maintain participant records that document services provided; input data entry into database (Apricot) in a timely manner.
- Work with a diverse population and provide culturally sensitive advocacy.
- Participant in staff meetings, conferences, and other meetings as needed.
- Facilitate various workshops, support groups, and trainings to participants at the Center and other off-site locations.
- Other duties may be assigned

# Qualities & Qualifications

## Qualities:

- Possesses a strong commitment to the mission, policies, goals, and values of Radiant Futures
- Possesses a strong commitment to the self-reflection and interpersonal work needed to create an inclusive environment
- Results and solution-oriented
- Able to work independently as well as within a team; set and achieve high performance goals and meet deadlines in a fast-paced work environment
- Demonstrated ability to exercise good judgement and maintain confidentiality
- Creative thinker, joyful collaborator, self-starter, and detail-oriented
- Willingness and ability to travel to meetings, events, and other Radiant Futures events

## Qualifications:

- Degree of Master of Social Work (MSW) and LCSW required.
- Minimum 2-year supervisory experience preferred
- Bilingual in one of Orange County Threshold Languages:
  - Spanish, Vietnamese, Korean, Arabic or Farsi preferred
- Knowledge of issues that affect survivors of domestic violence and their families.
- Supervisory skills and ability to work with para-professionals, clinical staff, and interns.
- Experience serving diverse communities.
- Knowledge of clinical diagnostic methods and principles, various modalities of psychotherapy and counseling, and abnormal psychology, as well as alternative modalities.
- Experience in crisis intervention and survivor-driven advocacy.
- Effective oral and written communication skills.
- Excellent public speaking skills and ability to provide education and training to diverse groups.
- California State 40-Hour Domestic Violence and Human Trafficking Training Certified (can complete during introductory period if needed)
- Has not been a resident of Radiant Futures or any other domestic violence shelter for three years.
- Possession of a current and valid California driver's license, a car, liability insurance which meets California State minimum requirements and an acceptable driving record.
- Possession of a working mobile phone with calling and data plan.
- Successful completion of a pre-employment background check.

# Compensation & Benefits

- This is a full-time, exempt position, with a salary range of \$70,000- \$82,000 annually. Salary offer will be dependent on experience.

- We provide 2 weeks PTO to start which increases over time (3 weeks after 2 years, 4 weeks after 5 years, 5 weeks after 10 years); 2 wellness paid days, 1 civic engagement paid day and 11 paid holidays.
- Alternate work schedule (4 days/ 10 hours) option available.
- Generous benefits including 100% covered in Radiant Futures' sponsored health, dental, vision, and AD&D insurance with Employee Assistance Program; and 403(b) retirement plan with up to 4% match after 1 year.

## Our Commitment to Diversity and Inclusion

At Radiant Futures, we believe outstanding people are the key to our success. We value a diverse and inclusive workplace, and strongly encourage people of color, LBTQIA+ individuals, gender non-conforming individuals, and formerly incarcerated people to apply.

As an equal opportunity employer, we recruit and hire with the understanding of systemic oppression and lived reality of people with marginalized identities. We also recruit and hire without regard to race, national origin, religion, gender, gender identity, sexual orientation, disability, marital status, veteran status, or age.

## Working Conditions and Physical Requirements

Alternate work schedule (4/10) or regular (5/8) schedule, flexible to work evenings and weekends, as needed. Regularly required to sit and use hands and fingers; intact vision abilities required. Occasionally required to lift and/or move heavy objects.

To be considered for this position, please email a cover letter and resume to [careers@radiantfutures.org](mailto:careers@radiantfutures.org) with "Associate Director of Clinical Services" in the subject line. No phone calls please.

For more information on Radiant Futures, please visit our website at [www.radiantfutures.org](http://www.radiantfutures.org).