

Solano County  
Office of Education

JOB TITLE: Program Manager, Clinical Services

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Administers programs and provides clinical supervision for programs that serve youth at risk of/ or involved in the Commercial Sexual Exploitation of Children (CSEC), Lesbian, Gay, Bisexual, Trans, Queer (LGBTQ) youth, and other at risk youth populations including foster, homeless, at-risk, and crossover youth. Provide services to support the prevention of CSEC, counseling for CSEC identified youth, LGBTQ youth, and coordination of support services such as trauma informed practices, social emotional learning, and restorative justice principles.

JOB REQUIREMENTS AND QUALIFICATIONS

- Possession of a valid California driver's license.
- Possession of one or more of the following: Master of Social Work; Master of Science in Counseling: Marriage, Family and Child Counseling or School Counseling; Master of Arts in Psychology, *and* License in Clinical Social Work (LCSW) or License in Marriage and Family Therapy (MFT).
- Minimum of four (4) years of experience in clinical supervision of interns and clinical staff.
- Successful experience collaborating with community based organizations, governmental agencies, educational communities, and relevant stakeholders related to services for youth.
- Knowledge and understanding of the juvenile courts, probation, child welfare services, mental health, and the school systems.
- Knowledge and direct experience serving CSEC youth.

ESSENTIAL DUTIES

- Provide clinical supervision to Marriage and Family Therapist Interns and Associate Social Workers who provide direct clinical services to students for Solano County Office of Education programs.
- Personnel management, developing program goals, preparing and maintaining budgets, exercising proper budgetary control measures, and evaluating program based supplemental services for at-risk students.
- Prepare comprehensive narratives, statistical and program reports, oral presentations, case management files, as well as, maintain files in a confidential manner.

- Write and secure grants, local/state/federal funding to insure adequate and appropriate fiscal support for programs.
- Establish and maintain effective and productive working relationships with a diverse range of people including, but not limited to: county office personnel, school district personnel, outside community and governmental agencies including the California Department of Education and the U.S. Department of Education, students and parents.
- Develop a countywide multi-disciplinary team model based on regional/national best practices in prevention, identification, and timely interventions and supports to CSEC and LGBTQ youth.
- Provides technical assistance to districts in strategies to monitor identified CSEC and LGBTQ youth attendance, behavior, and social-emotional progress, and school-related activities.
- Provides technical assistance and support to district liaisons related to the effects of trauma on a student's success in school and the community.
- Provides direct counseling services to identified CSEC and LGBTQ youth during the initial assessment period through the referral process to a higher level of service.
- Leads the coordination of monthly county-wide meetings with representatives from the school districts, community based organizations, and governmental agencies for collaborating on best practices for serving CSEC and LGBTQ youth.
- Supports a comprehensive county-wide approach to providing the necessary support to youth who have experienced trauma.
- Facilitates and coordinates training relative to trauma informed practices and best practices to support CSEC and LGBTQ youth.
- Monitor and track changes in laws, regulations, and legislation that impact CSEC, LGBTQ, and crossover youth.
- Serves as a member of the Management Advisory Council.
- Performs related duties as required.

#### MARGINAL DUTIES

- May support the design of systems for collecting program data and maintaining records for tracking outcomes, to compile the information required in county and state reports.

05/26/17

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- May act as a conduit of information between district multi-disciplinary teams, SCOE, and various County government offices, such as Health and Social Services, County Behavioral Health Department, Probation Department and Solano County school districts.
- As appropriate, may attend and play an active role on a district's or a partner agency's multi-disciplinary team.

**SUPERVISION RECEIVED**

Employees in this classification receive limited supervision within a broad framework of the Educational Services Department.

**SUPERVISION EXERCISED**

Employees in this classification supervise and evaluate program staff.

**PHYSICAL ACTIVITY REQUIREMENTS**

Work Position (Percentage of Time):

Standing (25%)                      Walking (35%)                      Sitting (40%)

Body Movement (Frequency):

None (0) Limited      (1) Occasional              (2) Frequent              (3) Very Frequent (4)

Lifting – lbs. (0-40)              Lifting (3)                      Bending (3)

Pushing and/or              Reaching                      Kneeling or  
Pulling Loads (3)              Overhead (2)              Squatting (3)

Climbing Stairs (3)              Climbing Ladders (1)