



## **Clinical Supervisor Job Description**

**Department:** Therapy

Williamson County Children's Advocacy Center's (WCCAC) mission is to provide hope, healing, and justice for children and families impacted by abuse, violence, and exploitation in our community. We envision a community where children grow up safe and free from abuse. From the environment we create to our expertly trained staff, we strive to reduce the emotional trauma for children and their non-offending family members.

### **Transform Lives and Make a Lasting Impact**

By joining the Williamson County Children's Advocacy Center as a Clinical Supervisor, you have the unique opportunity to be at the forefront of transformative change in the lives of children and families facing challenging circumstances. At WCCAC, your expertise and compassion will directly contribute to creating a safe, supportive environment where healing and hope thrive.

Here, you're not just taking on a job; you're becoming a vital part of a dedicated team that strives to break the cycle of trauma and build brighter futures for our community's most vulnerable members. With access to a multidisciplinary team, comprehensive resources, and ongoing professional development, you will have the tools and support to make a meaningful difference in every session.

In this role, you'll witness the profound impact of your work as you help children regain their confidence, rebuild their lives, and find their voice. The center's holistic approach to care ensures that your contributions are integral to a broader mission of advocacy, justice, and recovery. If you are passionate about making a tangible difference and eager to work in an environment that values both your professional skills and personal commitment, WCCAC offers an unparalleled opportunity to do so.

### **Core Values**

The culture of the Williamson County Children's Advocacy Center is built on our shared core values – Compassion, Integrity, Community, and Visionary. Compassion and Integrity mean that we work together and make decisions for the greater good with open, honest, and respectful communication, taking responsibility for what we do and say. Community means that we provide a safe, welcoming, supportive environment that encourages balance, wellness, and team spirit; we create connections through acts of service both inside and outside the organization. Visionary means that we learn from our failures, following our relentless curiosity and striving to improve, learn, and grow by asking questions, seeking knowledge, and stretching beyond our comfort zone.

We hire, fire, review, reward, and recognize our teammates based on these characteristics, so it's important that you share these values in order to be part of our team.

### **POSITION OVERVIEW**

The Williamson County Children's Advocacy Center (WCCAC) is a nonprofit that provides free services to child victims of abuse and their non-offending caregivers and other family members.

The Clinical Supervisor is responsible for all daily clinical operations at the WCCAC. The Clinical Supervisor will supervise Therapists, student interns, and volunteers who may provide assistance to the Therapy Department. In addition, the Clinical Supervisor will also provide direct service (including group therapy)

to victims of child abuse, their non-offending caregivers, and other family members, using evidence-based treatment modalities. Evening hours may be required for individual and/or group counseling as necessary.

***Bilingual fluency in Spanish is a plus.***

**Reports To:** Chief Program Officer / Director of Clinical Services

**Commitment Type:** Full Time (40 hours a week)

**Base of Operation:** Georgetown, Texas

**Salary:** \$70-74k Based on Qualifications, Exempt

**Benefits:** IRA 3% matching; 529 Education Savings Plan; Health, Dental, Vision, Life and AD&D Insurance; Medical Bridge and Insurance Cafeteria Plan; Employee Assistance Program (EAP); PTO; Military Leave; Stipend for Supervision & Bilingual (Spanish).

### **ESSENTIAL JOB FUNCTIONS**

- Provide regular supervision with staff and interns
- Provide licensing supervision to any staff of corresponding license as needed
- Provide training for new employees and interns, as needed
- Provide routine audits on staff documentation and client files
- Provide individual counseling services to approximately 10 clients while supervising clinical staff
- Provide timely documentation within 48 hours of seeing client
- Assist Director of Clinical Services and Chief Program Officer in the ongoing development of the Clinical Program
- Complete individualized treatment plans.
- Measure treatment progress by assessing improvement on clinical assessment tools.
- Document all clinical services in the case tracking system, including session notes, trauma narratives, and other required documentation; provide written reports as appropriate and ensure timely and accurate entry of service data.
- Provide crisis intervention for clients receiving other primary services of the Center.
- Provide therapy to children with problematic sexual behavior and their caregivers.
- Supervise student interns on an as-needed basis
- Lead or sub for groups on an as-needed basis
- Facilitate and participate in mental health case briefing /staffing
- Provide suicide risk assessment support to other client serving departments
- Coordinate with other client serving departments when families have barriers to participating in therapy
- Ensure cross-team communication occurs when therapy treatment ends early
- Prepare child, non-offending caregiver, and/or family members for court
- Provide witness testimony in court, if requested

### **Additional Duties**

- Participate in monthly staff and Multi-Disciplinary Team (MDT) team meetings
  - Maintain current training and information on evidence-based treatment modalities for child abuse victims and their family members
  - Maintain a comprehensive knowledge of the organization's mission, core values, and the children's advocacy center model
  - Attend training as directed by Director of Clinical Services and Chief Program Officer
  - Complete a minimum of eight (8) contact hours of continuing education in the field of child abuse, trauma, clinical practice, and /or cultural applications every two (2) years.
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- Provide content and assistance for program-related funding applications
- Participate in monthly clinical case review with Director of Clinical Services
- Participate in agency activities and events
- Perform other duties as assigned

#### **MINIMUM QUALIFICATIONS AND SKILLS**

- Master's degree in mental health field (Counseling, Social Work, or related field) required
- State of Texas full and independent licensure to practice (LPC, LCSW, or related certification) required; supervisor designation a plus (LPC-S, LCSW-S, etc.)
- Minimum of two years demonstrated relevant work experience including supervisory experience
- Minimum of two years of experience working with child abuse victims in a clinical setting
- Training in TF-CBT preferred; knowledge of other evidence-based treatment modalities
- Working knowledge of the dynamics of sexual abuse and trauma
- Strong written and verbal communication skills, as well as strong documentation skills
- Strong organizational skills
- Must be comfortable presenting information and developing community relationships
- Must be a strong team player, with proven leadership experience or aspirations
- Ability to pass annual criminal and DFPS background checks, as well as clear the National Sex Offender Public Website and SafeSport registries
- Must also have reliable transportation and possess a valid Texas Driver's License that meets the Center's insurance company's requirement for coverage
- **Physical Requirements:**
  - Must be mobile and able to bend, stoop, reach, and moderately lift (up to 30 pounds).
  - Must be able to sit or stand at a workstation and/or a computer screen for up to 2 hours at a time.

***Reasonable Accommodations Statement:*** *To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the functions required.*

#### **PREFERRED QUALIFICATIONS AND SKILLS**

- Experience in using play therapy;
- Knowledge and practice in Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) or other trauma-based interventions.
- ***Bi-lingual fluency in Spanish is not required but is a definite plus.***

This position is supported through ongoing grant funding and is anticipated to remain a long-term role within the organization.

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