Title: **Clinical Services Coordinator St Jude**	Reports to: **Program Manager**
FLSA Status: **Full-time, Exempt**	EEO Code: **2**

Overview:
St Vincent de Paul is one of the longest serving social charities in Louisville. We are located in the up-and-coming Shelby Park neighborhood. Through our homeless shelters, supportive housing programs, professional case management services, and retail thrift stores, we provide compassion and hope for people struggling to overcome barriers to self-sufficiency.

Position Summary:
The **Clinical Services Coordinator St Jude** is responsible for developing program components, facilitating services, partnering with community resources and monitoring program performance to best address the mental health and substance abuse needs of individual women clients of the St Jude Women's Recovery Program. This position requires knowledge of and experience working with homeless persons, chemical dependency, mental illness, community resources and delivery of direct services to clients. CADC credential is required.

Essential Duties and Responsibilities:
- Provide clinical services for St Jude clients through individual or group therapy, crisis intervention, and/or psycho-education
- Conduct mental health and/or substance abuse assessments on referred clients
- Facilitate topical group sessions surrounding mental health and/or substance abuse for all St Jude clients
- Coordinate with external service providers to ensure accessible supportive services for clients with mental health or substance abuse issues
- Maintain appropriate documentation in the form of assessments, treatment plans and progress notes
- Maintain active communication with case managers regarding referred clients
- Participate in program activities to assist program staff in determining appropriate goals and services for clients and to guide/educate staff on mental health and substance abuse issues
- Collaborate with external agencies regarding specific client needs
- Attend staff meetings, case conferences and other relevant meetings pertaining to referred clients
- Collaborate with and provide assistance to SVDP Social Work staff and/or Practicum students for direct service supervision
- Provide interested SVDP staff supervision hours towards obtaining a CADC licensure
- Facilitate staff trainings surrounding mental health and substance abuse issues
- Work cooperatively with the Director of Programs, assisting in the research and development of best practices within the mental health and substance abuse service field
- Assist Director of Programs in monitoring expenditures of grant funds for program and client activities
- Other duties as assigned

Specific Knowledge, Skills, Abilities:
- Knowledge of the principles, philosophies, procedures, techniques and standards to optimize mental health and substance abuse counseling practice
- Demonstrated ability to:
  - Analyze complex social problems and develop effective solutions
  - Interpret and apply a variety of legal requirements and policy standards
  - Select, supervise and evaluate the performance of others as required
  - Organize and maintain cooperative relations with community groups and other public and private agencies
  - Speak effectively and provide clear and concise written reports

- Excellent organizational skills including planning, budgeting and computer skills
- Demonstrated leadership qualities and management skills
- Extensive knowledge of community resources
- Knowledge of 12 Step recovery method

Education, Qualifications, Certifications, Trainings, Licenses:

- Master's degree in social work, psychology or related field preferred
- CADC credential is required for this position
- Five or more years of direct management experience preferred
- A combination of education, training and experience that results in demonstrated competency to perform the work may be substituted
- Successfully pass any required pre-employment background and drug screening
- Commitment to the mission and goals of St Vincent de Paul
- Valid Driver's License

Reporting to this position: None

Benefits/Additional Information:
In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP's Section 125 Health and 401(k) Retirement Plans.

St Vincent de Paul will conduct a thorough background investigation as part of its application process. Investigations are not limited to, but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening and a comprehensive criminal background check.

To apply, interested applicants may apply online via www.louisvilleworks.com - or - in person - or - by mailing or emailing a cover letter and resume to:

St Vincent de Paul
HR Director
1015-C South Preston St
Louisville, KY 40203
Email: dflanigan@svdplou.org

Cover letters are appreciated.

St Vincent de Paul is an Equal Opportunity Employer and absolutely committed to diversity. (M/F/D/V)