

## Clinical Outreach Director

The Clinical Outreach Director will provide outpatient individual therapy to youth in the Forge Evolution programs in Colorado Springs, CO. Clinical therapy services include treatment of youth between the ages of 10 – 19. The Clinical Outreach Director will also provide facilitation of programming to youth in the Teen Court program, Behavioral Health Services Program, and Forge Drop-In Program. This position will oversee clinical interns and support billing services. This position will support Forge Evolution's mission to support youth in each area of focus as the position will continue to build relationships with the community and build the Forge Program.

**General Administration** include the following, other duties may be assigned:

- Complete various administrative duties as necessary.
- Provide leadership to the staff of Forge Evolution and maintain a climate that attracts, keeps, and motivates top quality personnel.
- Contribute & support all fundraising, events, and efforts to include social media awareness.
- Responsible for the enhancement of Forge Evolution's image by being active and visible among local business leaders, national corporations, and with other professional, civic and private organizations.
- Maintain a working knowledge of significant developments and trends in the field (e.g., what other major organizations are doing).

### Behavioral Health Clinician Duties and Responsibilities

- Direct all clinical work and engage to provide direct therapy services to youth and families (if applicable) in the office and remotely via Zoom (if applicable).
- Independently maintain a weekly clinical schedule.
- Supervise staff and interns in a clinical setting.
- Complete all case documentation (assessments, treatment plans, progress notes, communication notes, CPS/DHS reports, etc.) within an appropriate timeframe.
- Complete all billing for insurances, youth/families, and code all documentation. Track and identify billing requirements for staffing and interns.
- Demonstrate clinical competence by interacting with clients in an ethical, professional manner.
- Complete various administrative duties as necessary (scheduling clients, evaluations, data entry, etc.)
- Facilitate group therapy programs, including setup, continuously track data and look for improvements in programming.
- Case Manage youth to provide a supportive network.
- Manage all data collection for statistical reporting on youth demographics.
- Maintain confidentiality and privacy right protocols.
- Additional duties as required.

**Program Management** include the following, other duties may be assigned:

- Supervise all Teen Court hearing sessions and coordinate post-sentencing explanations.
- Facilitate all Forge Evolution programming and attend outreach opportunities as they arise.
- Case Manage youth to provide a supportive network.
- Maintain contacts, as necessary, with all person/agencies that may have an effect upon child/family functioning in order to coordinate service delivery and develop resources to aid effective discharge planning.
- Provides a broad array of therapy services (with a min. of 18 clinical hours per week) to youth that are referred through schools, Municipal Court, the Forge program, and other agencies.
- Responsible for the enhancement of Forge Evolution's image by being active and visible among local business leaders, national corporations, and with other professional, civic and private organizations.

**Program Analysis and Reporting** include the following, other duties may be assigned:

- Collect data for statistical reporting on youth demographics, youth personal/legal/school history, protective factors data, fundraising, event data, etc. per regulation standards.
- Manage grants, funding, and programmatic oversight.
- Evaluate and analyze Forge Evolution procedures to strengthen and improve the organization.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

- Must carry License Clinical Social Worker (LCSW) or Licensed Professional Counselor (LPC)
- Must have 1-year experience working with youth (ages 10-19), 3 years preferred

**Skills:**

- Highly organized & a self-starter
- Microsoft Office Proficient
- Program development experience preferred
- Effectively able to work in a team centric environment
- Ability to adapt to changes quickly

**Language Ability:**

Ability to read, analyze, and interpret court documents and other written communications. Ability to effectively present information and respond to questions from CEO, Staff, Board of Directors, Volunteers, Youth and their Parents.

**Reasoning Ability:**

Deductive reasoning ability to apply general rules to specific problems to produce answers that make sense. Inductive reasoning ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events). Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to maintain confidentiality. Respect for diverse cultures and ability to work and interact with all types of people.

**Computer Skills:**

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology. Proficient in all Microsoft office programs.

**Physical Demands:**

While performing the duties of this job the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to lift up to 25 pounds. The vision requirements include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Logistical Requirements:**

Must pass a criminal background check. Must provide pre- and post-employment drug screening tests. Must provide fingerprint documentation (provided). Must pass online computer system computer test.