



SOUTH COUNTY OFFICE (ADMINISTRATION)

9200 Watson Rd, G-101
St. Louis, MO 63126-1528
P: 314.544.3800 F: 314.843.0552

JOB DESCRIPTION

Job Title: *Trauma Informed Program Coordinator*
Agency: **Saint Louis Counseling**
Reports To:
Approved: **Chief Program Officer**

Office Use Only:

Grade: _____
Job Code: _____
EEO Code: _____

POSITION SUMMARY

(Summarize here the reason for this position; provide a brief overview of why this position exists.)

A Trauma Informed Program Coordinator I is required to provide therapy in order to improve the quality of life and well-being of the individuals, families, and couples in the community; carry selective administrative assignments when needed, carry assignments in community work related to some specific work of the Agency when needed; and participate in studies of particular problems for casework practice. Candidate is responsible for coordinating Trauma Focused Programming agency-wide, provision of Trauma Informed/Focused Services to staff and clients.

Graduate School experience and skill is incumbent in this classification. This position requires excellent knowledge and skill, which is translated into consistently high performance in the full range of Agency service.

DUTIES & RESPONSIBILITIES

(List here the major duties, responsibilities, activities and tasks associated with this position, and for which the incumbent is held accountable.)

Clinical Duties & Responsibilities:

- ❖ Attendance as scheduled
- ❖ Maintenance of a clinical caseload
- ❖ Service delivery measured qualitatively by Supervisor as good or excellent
- ❖ Demonstrates willingness to develop professionally
- ❖ Timely completion of client records
- ❖ Demonstrates willingness to assist with Agency programs, projects and committees
- ❖ Provides within Agency policies, programs, and procedures, direct counseling and casework services to a wide range of clients with a multiplicity of problems of an increasingly complex nature. Some direct service or case related activity might occur off-site and could include home visits, work within the schools or other community agencies.
- ❖ Assesses appropriate treatment modality and provides individual, couple, family, group, treatment and/or crisis intervention
- ❖ Assess clients through the use of intake interview, case history, treatment planning
- ❖ Collaborate with area social service agencies, physicians, and insurance providers as necessary
- ❖ Capable of providing services with a limited amount of supervision and must demonstrate evidence of growing creativity and resourcefulness in planning within Agency programs
- ❖ Able to formulate a diagnosis and implement an appropriate treatment plan
- ❖ Provides family life education and advocacy for clients as needed



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- ❖ Engages in professional supervision with designated supervisors
- ❖ Willingness to develop new treatment groups to meet specific client needs
- ❖ Capable of providing specialized services for the treatment as needed.
- ❖ Participate in marketing efforts designed to raise the level of awareness of our agency
- ❖ Makes collateral contact for referrals to help clients obtain needed services
- ❖ Participate in agency training and meetings

Trauma Duties & Responsibilities:

- ❖ Strong understanding of impact of trauma on all aspects of functioning
- ❖ Coordinate all trauma Focused Programming agency wide and through networking opportunities in the community
- ❖ Provide training to staff on trauma Informed Practice/Policies
- ❖ Adhere to strengths-based framework of Trauma Informed Care.
- ❖ Create and maintain trauma Informed environment agency wide, including staying current on trends in the field
- ❖ Provide trauma Informed Services to staff within the Catholic Charities network and community as needed.
- ❖ Maintain active role in agency leadership team.

KNOWLEDGE & EXPERIENCE REQUIREMENTS

(Briefly list academic, licensing, or previous work experience required for success in the position.)

- ❖ Completion of Masters degree in Social Work or Counseling from an accredited school
- ❖ Licensed in Social Work or Counseling or working toward licensure.
- ❖ Maintains an active interest in the field and participates in the local, state or national professional organizations

SKILLS & ATTITUDES REQUIRED FOR SUCCESS IN JOB

(List specific job skills and/or personal qualities required of this position in relation to clients.)

- ❖ Believes in and supports the mission of the Agency
- ❖ Ability to maintain confidentiality and privacy
- ❖ Understanding of current trends in field of mental health
- ❖ Strong desire to help others
- ❖ Ability to empower others
- ❖ Ability to work both independently and as part of a clinical team
- ❖ Understanding of and strict adherence to ethical issues in counseling/HIPPA regulations
- ❖ Explore treatment interventions and concepts with a racial equity and trauma focused lens.
- ❖ Computer skills to manage case file requirements

RELATIONSHIPS REQUIREMENTS

(Describe type, frequency and complexity of relationships required for incumbent to accomplish job responsibilities.)

- ❖ Demonstrates comfort level working with people of all ages, religions, socioeconomic backgrounds, genders
- ❖ Demonstrates an understanding and respect for cultural diversity
- ❖ Maintain relationships with schools, community organizations, insurance companies, etc.

RESOURCES FOR WHICH ACCOUNTABLE

(List all quantifiable resources for which this position is accountable; e.g., budget dollars, number and types of employees supervised, number and types of clients served, or any other such similar information.)



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