

**Deputy Director**

**July 2024**

Duties:

* Having once weekly individual supervision sessions with community and court outreach staff and with the Hotline supervisor
* Coordinate weekly all-staff meetings
* Overseeing and reviewing staff members’ work procedures.
* Counseling, motivating, and disciplining staff, and referring advanced issues to the executive director.
* Maintaining a small caseload of clients whose cases may be more challenging for junior clinical staff
* Being available to conduct initial Intakes with new clients should the need arise.
* Conducting performance reviews.
* Ensuring staff comply with licensure and registration requirements as well as initial and ongoing MCASA and MNADV trainings.
* Ensuring compliance, accuracy, and quality of clinical documentation.
* Assisting outreach staff by closely supervising cases.
* Enhancing operations by ensuring sufficient staffing and adequate access to services.
* Developing programs and ensuring compliance with policies and procedures and developing new policies/procedures as needed.
* Participating regularly in the weekend on-call rotation to provide outreach to emergency clients being seen at the hospital. Filling in on the weekday on-call schedule as necessary.
* Helping staff coordinate the many basic needs of life experienced by victims during a crisis including legal/safety (protective orders, home visits, court cases, AIP group, pro bono attorneys), housing (brain storming short-term solutions) , employment. Learning how to meet needs in areas where limited resources are available.
* Representing CAP at various meetings/functions in the community serving as a liaison between CAP and other organizations
* Having regular meetings and working closely with the clinical supervisor and executive director.
* Working closely with the Executive Director to learn about the processes surrounding daily operations of CAP to include working closely to learn the financial management aspects of the organization including grants, budgeting, payroll, etc.
* Attending Board of Directors meetings as needed.
* Other duties as assigned.

Requirements:

* Master’s degree required
* Currently Licensed Clinical Social Worker–C (LCSW-C) or Professional Counselor (LCPC) and approved supervisor credentials preferred.
* 2+ years of management/supervisory experience in a similar role.
* Proficient with MS Office Word and Excel.
* Valid driver’s license.
* Except for scheduled time off or sick leave, must work until 5 pm on Fridays for office coverage
* Proficient with supervision, service delivery, and case management fundamentals.
* Proficient knowledge of applicable laws.
* Strong people skills.
* A broad knowledge base of the many theoretical foundations to treat a wide variety of disorders that result from extensive history of abuse as well as interventions for many stages of counseling ranging from crisis intervention and case management to on-going counseling.
* Ability to help young professionals deal with holding traumatic stories acquired through providing counseling to survivors of physical and sexual trauma.
* Ability to meet young professionals where they are and grow their skill sets to meet CAP's needs
* Outstanding communication skills, both written and verbal.

Benefits Include

* 13 paid vacation and 13 paid sick leave days per year
* 11 holidays per year
* Comp time for oncall time
* Health insurance, vision insurance, dental insurance
* Option for employee contributions to 403 (b) plan
* Hybrid schedule 4 days in office, 1 day work from home or 3 days in office and 2 days from home

TO APPLY:

Send resume to center4abusedpersons@gmail.com AND capboardofdirectors@gmail.com