



- Accompany clients to appointments related to accessing services such public assistance and other entitlements
- Participate and support clients in family team conferences
- Make phone calls and write letters to advocate on behalf of clients
- Maintain clear, concise, and timely documentation with all relevant client information including data entry into a computerized record keeping system
- Attend trainings relevant to position
- Actively participate in individual and group supervision, in accordance with Safe Horizon's quality supervision standards
- Preparing for and participate in regularly scheduled FFP team case review meetings about new and on-going cases;
- Maintain open communication with supervisors and team members
- Complete referrals and collaborate with other service providers internally and externally as needed
- Participate in the service team of clinician and case planners responsible to maintain a mixed caseload of families (including survivors and their children and persons causing harm)
- Implement strategies for addressing vicarious trauma

**Supervisory Reports:** None

**Required Skills:**

- Sensitivity towards and understanding of victimization, especially the experience of survivors of domestic violence and all members of their families including the person causing harm in the family;
- Strong communication and organizational skills;
- Excellent interpersonal skills, be assertive and well organized;
- Ability to work under pressure in a calm and reassuring manner;
- Demonstrate the ability to work independently and also work on a team with an appreciation of different points of view

**Qualifications:**

- Ability to work evenings as needed and maintain a flexible work schedule
- Basic understanding of computer and systems for managing case records
- BA or BS Degree or equivalent relevant experience
- Two years of experience working with victims of domestic violence

**Strongly Preferred:**

- Bilingual Spanish/English fluency
- Strong oral and written communication skills
- Training and experience in case management and/or working with survivors of domestic violence or persons causing harm in a trauma-informed setting;
- Knowledge of the New York City domestic violence service system, public benefits, child welfare, housing system and other social services.

All prospective job candidates must meet screening requirements, which may include a background check, credit check, finger printing and State Central Registry clearance.

**Please follow link to or copy and paste on browser to apply for this position:**

<https://safehorizon.csod.com/ats/careersite/JobDetails.aspx?site=1&id=756>

**APPROVALS**

Author Name & Title: \_\_\_\_\_ 2<sup>nd</sup> Level Supervisor: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

**Disclaimer:**

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

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**APPROVALS**

Author Name & Title: \_\_\_\_\_

2<sup>nd</sup> Level Supervisor: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_



# JOB DESCRIPTION

<b>Position:</b>	Clinical Director	<b>Job Code:</b>	[Job code]
<b>Reports to:</b>	Sr. Director	<b>EEO:</b>	
<b>Location:</b>	Staten Island, NY	<b>FLSA:</b>	Non Exempt
<b>Program:</b>	Safe Way	<b>Paygrade:</b>	

## Summary:

Safe Horizon's Family Focused Program provides comprehensive trauma-informed client-centered services to families who are affected by intimate partner violence and are involved in the child welfare system. Our goal is help those who have experienced physical, emotional or other forms of abuse to establish long-term safety and healing from the effects of trauma. Safe Horizon uses a client centered, trauma informed, anti-oppressive approach to supporting clients.

**Safe Horizon recognizes that families who have experienced intimate partner violence may want to or need to stay in contact with the person causing harm in the family. The Family Focused Program (FFP) was designed to engage family members with support to assist in healing and explore ways for families to maintain contact where safe to do so.** In this model, all participating members of the family are considered clients (survivor, person causing harm, and their children).

## Essential Job Functions:

The Clinical Director provides direct supervision to a team of Clinical Supervisors to provide an array of services to survivors of domestic violence, their children and the person causing harm (separately). Duties may include some or all of the following:

- With the Senior Director, inform and implement all program start-up activities including hiring program staff, developing staff training and team development plans, developing partnerships within Safe Horizon's programs and the Administration for Children's Services
- Inform and document FFP service and coordination protocols;
- Provide individual supervision (including trauma treatment, preventive, and administrative supervision) and group supervision to the Clinical Supervisors, in accordance with Safe Horizon's supervision standards
- Conduct in-depth intake assessments with survivors and persons causing harm in the family to screen for mental health needs, safety issues, substance use
- Provide expert clinical consultation (with an emphasis on the dynamics and impact of IPV and child trauma) to the Clinical Supervisors and ACS partners, to ensure the response to children and families is well coordinated and provided in a child-focused, trauma-informed manner;
- Prepare for and facilitate case disposition meetings with support from the Deputy Director,

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## APPROVALS

Author Name & Title: \_\_\_\_\_ 2<sup>nd</sup> Level Supervisor: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

- Working in close partnership with the team of Clinical Supervisors and ACS to coordinate service provision for children and families impacted by, domestic violence;
- Develop and enhance preventive and trauma intervention services;
- Facilitate and support clients in family team conferences
- Ensure staffs' timely and accurate entry of data into required data systems;
- Review staff documentation of all relevant client information and timely documentation of supervisory notes
- Attend trainings relevant to position, including learning and consultation on evidence-based treatment models
- Coach and develop staff's practice skills in accordance to Safe Horizon's client centered, trauma informed, anti-racist approach
- Actively participate in individual and group supervision; including conducting individual and group supervision for direct reports, in accordance with Safe Horizon's quality supervision standards
- Prepare for and participate in regularly scheduled FFP team case review meetings about new and on-going cases; where appropriate
- Analyzing client data and making recommendations to the Senior Director for service delivery enhancements
- Maintain open communication with supervisors and team members
- Implement strategies for addressing personal and staff vicarious trauma
- Model effective team-building, collaboration, conflict-resolution and problem-solving skills
- Complete performance reviews for all direct reports in a timely manner that identify staff strengths, areas for growth and professional development commitments

**Supervises:** Clinical Supervisors

**Required Skills:**

- Sensitivity towards and understanding of victimization, especially the experience of survivors of domestic violence and all members of their families including the person causing harm in the family;
- Strong communication and organizational skills;
- Ability to work under pressure in a calm and reassuring manner;
- Basic understanding of computer and systems for managing case records
- Commitment to anti-racism work
- Strong leadership, organizational, team-building, conflict-resolution skills required.

**Qualifications:**

- An advanced degree (MSW or PhD) or related field required.
- Minimum 5 years clinical experience working with children and families and at least 2 years of clinical supervisory experience required and/or clinical supervision
- Prior experience working with children and families impacted by domestic violence, abuse and/or trauma
- Expertise in acute, trauma-focused, evidence-informed practices working with children and families impacted by abuse and trauma preferred;
- Ability to work evenings as needed and maintain a flexible work schedule
- Provide some on-call support

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**APPROVALS**

Author Name & Title: \_\_\_\_\_

2<sup>nd</sup> Level Supervisor: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

**Strongly Preferred:**

- Bilingual Spanish/English fluency
- Strong oral and written communication skills
- LCSW or comparable licensure preferred.
- Experience with family therapy or individual therapy preferred with survivors of domestic violence or persons causing harm in a trauma-informed setting;
- Knowledge of the New York City domestic violence service system, public benefits, child welfare, housing system and other social services.

Please follow link or copy and paste on browser to apply

<https://safehorizon.csod.com/ats/careersite/JobDetails.aspx?site=1&id=762>

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2<sup>nd</sup> Level Supervisor: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_



- Coach and develop staff's practice skills in accordance to Safe Horizon's client centered, trauma informed, anti-racist approach
- Actively participate in individual and group supervision; including conducting individual and group supervision for direct reports, in accordance with Safe Horizon's quality supervision plan
- Prepare for and facilitate regularly scheduled FFP team case review meetings about new and on-going cases;
- Maintain open communication with supervisors and team members
- Collaborate with other service providers internally and externally as needed
- Implement strategies for addressing personal and staff vicarious trauma
- Complete performance reviews for all direct reports in a timely manner that identify staff strengths, areas for growth and professional development commitments

**Supervises:** Case Planners and Clinicians

**Required skills:**

- Sensitivity towards and understanding of victimization, especially the experience of survivors of domestic violence and all members of their families including the person causing harm in the family;
- Strong communication and organizational skills;
- Excellent interpersonal skills, be assertive and well organized;
- Ability to work under pressure in a calm and reassuring manner;
- Demonstrate the ability to work independently and also work on a team with an appreciation of different points of view
- Ability to work evenings as needed and maintain a flexible work schedule
- Strong oral and written communication skills

**Qualifications:**

- An advanced degree (MSW) or related field and two years of supervisory experience in social service and/or clinical supervision
- Prior experience working with children and families impacted by domestic violence, abuse and/or trauma
- Experience working with family involved in child welfare
- Provide some on-call support
- Basic understanding of computer and systems for managing case records

**Strongly Preferred:**

- Bilingual Spanish/English fluency
- Experience with family therapy or individual therapy preferred with survivors of domestic violence or persons causing harm in a trauma-informed setting;
- Knowledge of the New York City domestic violence service system, public benefits, child welfare, housing system and other social services.

Please follow link or copy and paste on browser to apply

<https://safehorizon.csod.com/ats/careersite/JobDetails.aspx?site=1&id=753>

**APPROVALS**

Author Name & Title: \_\_\_\_\_

2<sup>nd</sup> Level Supervisor: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_



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**APPROVALS**

Author Name & Title: \_\_\_\_\_

2<sup>nd</sup> Level Supervisor: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_



- Attend trainings relevant to position, including learning and consultation on evidence-based treatment models
- Actively participate in individual and group supervision
- Prepare for and participate in regularly scheduled FFP team case review meetings about new and on-going cases;
- Maintain open communication with supervisors and team members
- Collaborate with other service providers internally and externally as needed
- Participate in the service team of clinicians and case planners responsible to maintain a mixed caseload of families (including survivors and their children and persons causing harm)
- Implement strategies for addressing vicarious trauma

**Supervisory Reports:** None

**Required Skills:**

- Sensitivity towards and understanding of victimization, especially the experience of survivors of domestic violence and all members of their families including the person causing harm in the family;
- Strong communication and organizational skills;
- Excellent interpersonal skills, be assertive and well organized;
- Ability to work under pressure in a calm and reassuring manner;
- Demonstrate the ability to work independently and also work on a team with an appreciation of different points of view
- Ability to work evenings as needed and maintain a flexible work schedule
- Strong oral and written communication skills

**Qualifications:**

- Basic understanding of computer and systems for managing case records
- An advanced degree (MSW) or related field.
- Prior experience working with children and families impacted by domestic violence, abuse and/or trauma.

**Strongly Preferred:**

- Bilingual Spanish/English fluency
- Experience with family therapy or individual therapy preferred with survivors of domestic violence or persons causing harm in a trauma-informed setting;
- Knowledge of the New York City domestic violence service system, public benefits, child welfare, housing system and other social services.

Please follow link to apply or copy and paste on browser

<https://safehorizon.csod.com/ats/careersite/JobDetails.aspx?site=1&id=754>

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**APPROVALS**

Author Name & Title: \_\_\_\_\_

2<sup>nd</sup> Level Supervisor: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

## Deputy Director

Safe Horizon's Family Focused Program provides comprehensive trauma-informed client-centered services to families who are affected by intimate partner violence and are involved in the child welfare system. Our goal is help those who have experienced physical, emotional or other forms of abuse to establish long-term safety and healing from the effects of trauma. Safe Horizon uses a client centered, trauma informed, anti-oppressive approach to supporting clients.

**Safe Horizon recognizes that families who have experienced intimate partner violence may want to or need to stay in contact with the person causing harm in the family. The Family Focused Program (FFP) was designed to engage family members with support to assist in healing and explore ways for families to maintain contact where safe to do so.** In this model, all participating members of the family are considered clients (survivor, person causing harm, and their children).

### Essential Job Functions:

The Deputy Director is responsible for the operational and administrative oversight of the FFP. The Deputy Director provides direct supervision to Parent Coaches, Administrative Coordinators, and the Quality Assurance Manager to provide administrative and peer support for the fulfillment of services to survivors of domestic violence, their children and the person causing harm (separately). Duties may include some or all of the following:

- With the Senior Director, inform and implement all program start-up activities including hiring program staff, developing staff training and team development plans, developing partnerships within Safe Horizon's programs and the Administration for Children's Services
- Review all family information presented by ACS to the program for intake; manage intake through Connections and PROMIS
- Prepare for and support case disposition meetings facilitated by the Clinical Director
- Responsible for staff scheduling and coverage, including case assignment
- Work closely with QAM and Research And Evaluation Department to manage program data and oversee practice quality
- Work closely with Program Leadership to develop new policies and procedures related to standardized practices
- Work closely with Program Leadership to implement and sustain quality assurance (QA) systems
- Prepare and participate in programmatic audits (e.g., internal In-Depth Case Review, PAMS reviews, etc.)
- Regularly review and prepare data reports for program and organizational leadership
- Conduct community outreach with other groups, individuals or organizations for purposes of collaborating to ensure that client needs are being addressed
- Arranges for staff training on-site, at the Learning and Staff Development Center, and off-site
- Manage all site issues across both program sites in collaboration with Facilities and Property Management.
- Manage service contracts (e.g., Language Line, Interpreter contracts)

- Attend trainings relevant to position
- Coach and develop staff's practice skills in accordance to Safe Horizon's client centered, trauma informed, anti-racist approach
- Actively participate in individual and group supervision; including conducting individual and group supervision for direct reports, in accordance with Safe Horizon's quality supervision standards
- Prepare for and participate in regularly scheduled FFP team case review meetings about new and on-going cases; where appropriate
- Maintain open communication with supervisors and team members
- Implement strategies for addressing personal and staff vicarious trauma
- Model effective team-building, collaboration, conflict-resolution and problem-solving skills
- Complete performance reviews for all direct reports in a timely manner that identify staff strengths, areas for growth and professional development commitments

**Supervises:** Parent Coaches, Administrative Coordinators, and the Quality Assurance Manager

**Knowledge and Required Skills:**

- Sensitivity towards and understanding of victimization, especially the experience of survivors of domestic violence and all members of their families including the person causing harm in the family;
- Excellent written, oral, and interpersonal communication skills.
- Excellent organizational and project management skills
- Ability to work under pressure in a calm and reassuring manner;
- Ability to work evenings as needed and maintain a flexible work schedule
- Provide some on-call support
- Basic understanding of computer and systems for managing case records
- Commitment to anti-racism work
- Strong supervisory, organizational, team-building, conflict-resolution skills required.
- Three years of administrative and/or supervisory experience in a relevant setting
- BA or BS Degree or equivalent relevant experience

**Strongly Preferred:**

- Bilingual Spanish/English fluency
- Strong oral and written communication skills
- Experience with NYS Connections and NYC PROMIS systems

Please follow link or copy and paste link to apply

<https://safehorizon.csod.com/ats/careersite/JobDetails.aspx?site=1&id=776>



## **SAFE HORIZON**

### **Senior Director**

Safe Horizon's Family Focused Program provides comprehensive trauma-informed client-centered services to families who are affected by intimate partner violence and are involved in the child welfare system. Our goal is help those who have experienced physical, emotional or other forms of abuse to establish long-term safety and healing from the effects of trauma. Safe Horizon uses a client centered, trauma informed, anti-oppressive approach to supporting clients.

**Safe Horizon recognizes that families who have experienced intimate partner violence may want to or need to stay in contact with the person causing harm in the family. The Family Focused Program (FFP) was designed to engage family members with support to assist in healing and explore ways for families to maintain contact where safe to do so.** In this model, all participating members of the family are considered clients (survivor, person causing harm, and their children).

### **Essential Job Functions:**

The Senior Director provides overall management of the Family Focused Program and supervises the Clinical Director and the Deputy Director. The Senior Director will provide vision, strategic leadership and assume a lead role in team building and implementing activities to ensure the effective coordination of all aspects of the Family Focused Program. Duties may include some or all of the following:

- Inform and implement all program start-up activities including hiring program staff, developing staff training and team development plans, developing partnerships within Safe Horizon's programs and the Administration for Children's Services
- Inform and document FFP service and coordination protocols;
- Provide individual supervision to the Clinical Director and Deputy Director, , in accordance with Safe Horizon's supervision standards
- Facilitate/support the Clinical Director in the provision of group supervision for all FFP program staff;
- Implement continuous quality improvement initiatives
- Work in partnership with the Safe Horizon Research & Evaluation Department to support program evaluation
- Provide fiscal oversight and management of the program budget;
- Assume a lead role in local, state and national forums to further develop and implement emerging best practices in coordinated family responses to children and families impacted by domestic violence including persons causing harm in the family, including professional speaking and training engagements
- Work in partnership with our Research & Evaluation Department to fully implement the programs' case tracking systems;
- Actively participate in individual supervision, in accordance with Safe Horizon's quality supervision plan
- Attend trainings relevant to position

**SAFE HORIZON**  
**Senior Director**

- Participate in regularly scheduled FFP team case review meetings about new and on-going cases, where appropriate
- Maintain open communication with supervisors and team members
- Develop and maintain effective relationships with social service providers to ensure appropriate family support and advocacy referral services are available to FFP children & families when needed;
- Complete performance reviews for all direct reports in a timely manner that identify staff strengths, areas for growth and professional development commitments;
- Analyze client data to inform program enhancements;
- Develop and implement strategies for addressing personal and staff vicarious trauma;
- Represent Safe Horizon on external committees when appropriate;

**Supervises:** Clinical Director and the Deputy Director

**Knowledge and Required Skills:**

- Sensitivity towards and understanding of victimization, especially the experience of survivors of domestic violence and all members of their families including the person causing harm in the family;
- Strong communication and organizational skills;
- Excellent interpersonal and team-building skills, be assertive and well organized;
- Ability to work under pressure in a calm and reassuring manner;
- Demonstrate the ability to work independently and also work on a team with an appreciation of different points of view
- Ability to work evenings as needed and maintain a flexible work schedule
- Basic understanding of computer and systems for managing case records
- Masters in social work or related field with two years of senior management experience
- Prior experience working with children and families impacted by domestic violence, abuse and/or trauma, child protection,

**Strongly Preferred:**

- Bilingual Spanish/English fluency
- Strong oral and written communication skills
- Experience with program development
- Comfort with using and understanding program data
- Experience with survivors of domestic violence or persons causing harm in a trauma-informed setting;
- Knowledge of the New York City domestic violence service system, child welfare, and other social services.



**SAFE HORIZON**

**Senior Director**

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