



POSITION ANNOUNCEMENT

Co-Director of Clinical Services

Vera House, Inc. is a human service agency that provides unconditional care for individuals and families through comprehensive domestic and sexual violence prevention and intervention services. We believe in collectively serving members of the community and creating an environment of accountability for our services. We strive to provide our employees with flexible schedules, when possible, a level of autonomy to complete their work, and a culture of belonging. We strive to interrupt the norms that cause harm and perpetuate oppression.

This position will handle the day-to-day activities for the Co-Director of Clinical Services- A position at Vera House, Inc., which includes administrative oversight of the clinical counseling program. Thorough knowledge of and adherence to all Vera House policies, procedures and safety protocols is required.

This position provides direction, coordination, and consultation to:

- Strengthen clinical counseling services provided by staff and interns
- Manage the clinical program through training, follow up, and performance assessment

RESPONSIBILITIES

- Team and co-lead the program development and supervision for clinical counseling program and staff to ensure that the quality of services is maintained in accordance with the Agency's mission and goals
- Collect, analyze, and report program outputs and outcome data to funding sources and staff
- Oversee and support the staff use of Agency databases and support maintenance and training efforts to ensure quality
- Team with peers to support the training, development of internal staff through orientation and other opportunities
- Assist with the development and delivery of policy and protocol, maintain written S.O.P.s
- Assist with Budget planning and tracking
- Provide crisis intervention, systems advocacy, counseling to individuals and families experiencing domestic violence, sexual assault, and other violence
- Provide direct service to a caseload of a maximum of 10 clients
- Attend and participate as a member of the Senior Leadership Team and Direct Services Team
- Partner to ensure that all direct and emergency services are designed and delivered in line with the Agency's core values



- Represent the Agency to the community and collaborate with community members to ensure the implementation and/or maintenance of the Agency's programs and services
- Promote agency's core values by promoting anti-racism and anti-oppression efforts including responses externally
- Serve as a liaison and build positive working relationships with community members and partnering agencies
- Deliver community and professional development presentations
- Ensure that all services are maintained in accordance with the Agency's mission and goals
- Ensure a warm and welcoming environment to visitors, clients and partners

QUALIFICATIONS

- Masters' degree in social work or related field preferred. Licensed mental health professional in NYS preferred
- Thorough knowledge of domestic and sexual violence including elder abuse
- Ability to work effectively in a crisis orientated setting with diverse individuals
- Strong leadership and teambuilding skills
- Understands and values racial equity as an organizational operating principle and is committed to continued learning on issues related to race, equity, diversity, and inclusion
- Strong interpersonal, oral communication, listening and conflict management and written skills
- Strong planning, organizational, time management, and administrative skills
- Strong proficiency with Microsoft Office Suite and learning databases and other software
- Ability to develop a positive, compassionate rapport with victim/survivors of domestic violence, sexual assault, or other violent trauma
- Knowledge of community-based service delivery systems, in particular thorough knowledge of the criminal and civil justice systems
- Timely response to crisis as well as thorough and consistent follow up and support with victims and delivery systems
- Ability to adapt to demanding situations and work well under pressure
- Ability to solve complex problems and demonstrate critical thinking
- Ability to develop a trauma informed, compassionate rapport with victim/survivors of domestic violence, sexual assault, or other violence
- Ability to work independently & collaboratively
- Strong training and facilitation skills
- Appreciation and respect for other cultures and people of diverse backgrounds



EXPERIENCE

- Three to five years direct service experience with one to two years supervisory experience.

Salary range - \$55,000 to \$60,000 per year

Bilingual/bicultural candidates are encouraged to apply. Vera House is an Equal Opportunity Employer.

Interested candidates should submit a resume and cover letter to:

**Hiring Manager
Vera House, Inc.
723 James Street
Syracuse, NY 13203
E-mail: jobs@verahouse.org
NO PHONE CALLS PLEASE**