

**POSITION TITLE:** UC Lead Clinician

**PRIMARY SUPERVISOR:** UC Program Director

**STATUS:** Full-Time, Exempt

**SALARY RANGE:** Beginning salary will be commensurate with education and experience, and based on appropriate industry standards.

---

**POSITION DESCRIPTION:** The Lead Clinician must adhere and apply to agency policies and procedures, code of ethics, Office of Refugee and Resettlement (ORR), Federal regulations, State mandates, the Flores Settlement Agreement, Trafficking Victims Protection Reauthorization Act, Perez-Olano Settlement Agreement, and the Violence against Women Reauthorization.

The Lead Clinician coordinates clinical services, trains new clinicians, and supervises clinical staff. Lead Clinician will also be responsible for overseeing the clinicians providing trauma-informed weekly individual psychotherapy and group psychotherapy as well their completion of UC Assessments. Lead Clinician will participate in weekly staff meetings, ongoing trainings, and stakeholders meeting.

#### **REQUIREMENTS & QUALIFICATIONS:**

- Master's Degree from an accredited or state approved college or university as defined in Section 94310 of the Education Code, in social work or social welfare, marriage, family, and child counseling, child psychology 2 years of postgraduate direct service delivery experience. Must have supervisory experience and be licensed to provide clinical services.
- Bilingual English/Spanish, ability to read, analyzes, and interprets the most complex documents.
- Computer literate in Microsoft Office applications.

#### **DUTIES & RESPONSIBILITIES:**

**All of the responsibilities listed below are considered essential functions of this position. Additionally, this position is expected to ensure adherence to the core operating values and the strategic direction of the agency.**

- The Lead Clinician will be available to clinicians and resource parents 24 hours a day, seven days a week.
- The Lead Clinician is responsible to monitor the safety, well-being, and protection of Unaccompanied Children (UC).
- Prepare and submit management reports to program staff, local representative and other stakeholders as approved by the Program Director.
- Conduct monthly supervision meetings with all supervisees and maintain an ongoing record of the outcomes of the meetings conducted.
- Coordinates clinical services, trains new clinicians, and supervises clinical staff.
- Ensure that clinicians are providing comprehensive services, trauma-informed individual psychotherapy and group psychotherapy on a weekly basis, and collateral services as needed in the home (in case of a crisis), school and/or office environment.

- Ensure clinicians are completing the UC assessment, UC Assessment for Risk, UC case review, individual Service Plan, Serious Incident Report, Behavioral Plan, Safety Plan (when applicable), and weekly case notes on a timely basis.
- Oversee the support clinicians provide resource parents with behavioral goals and the support to sponsors when needed.
- Conduct and/or participate in weekly staff meetings, ongoing trainings and stakeholders' meetings.
- Oversee the Initial Mental Health Assessment, in the Trafficking Addendum (if applicable), Clinical Safety Plan (if applicable), Individual Service Plan and Serious Incident Reports (SIR) (if applicable).
- Lead Clinician will oversee collaborations with UC resource parents, sponsors, case coordinator, FFS, case worker, teachers, medical doctors, psychiatrist, law enforcement, probation department and case managers for an interdisciplinary team approach.
- Lead Clinician will participate in identifying victims of trafficking attending to the Protection Act of 2000 (TVPA) and complete a Trafficking Addendum (if applicable).
- Maintain Confidentiality guidelines meeting ORR and the State regulations and the safety of UC clients.
- Ensure clinicians provide resources of Mental Health services in the area of residence of the Sponsor to support an appropriate transition for UC client in case of a straight release.
- Oversee clinicians providing Mental Health crisis intervention (if needed) and resources for UC caregivers in case of an emergency.
- Ensure program complies with all Federal, State, and County regulations.
- Oversee the clinicians completed paperwork (Notes, Assessments, SIR's (if applicable) and discharge documentation meet required deadlines.
- Performs other duties as assigned.

## **CONFIDENTIALITY AND PRIVACY**

Adheres to all legal parameters for ensuring and maintaining clients' confidentiality including HIPAA, State and Federal laws.

## **HEALTH SCREENING REQUIREMENT**

All direct staff have proof of immunity to vaccine-preventable diseases transmitted by the respiratory route.

- Varicella 2 doses (at least 4 weeks apart) or born in the United States before 1980 with a reported history of chickenpox (verified by an adult present at the time of illness) or titers indicating varicella immunity or documentation from healthcare provider verifying the previous infection.
- MMR (Measles, Mumps, and Rubella) 2 doses (at least 4 weeks apart) or titers indicating immunity to all three diseases.
- DTaP (Diphtheria, Tetanus, Pertussis) complete primary vaccination series completed at childhood, 1 TDap dose in adulthood.
- Influenza, 1 dose annually during flu season.



- COVID-19 vaccination – fully vaccinated against COVID-19 (two doses of Pfizer-BioNTech; or two doses of Moderna; or one dose of Janssen), with booster shot (Pfizer-BioNTech, Moderna, or Janssen).

---

The Village Family Services (The Village/TVFS) is an internationally accredited, leading bilingual family wellness organization that provides culturally sensitive, trauma-informed mental health, homeless and foster care services to thousands of Los Angeles County's most vulnerable and underserved children, youth, and their families. We specialize in helping LGBTQ and transition age youth who are in crisis and are recognized for our community response for ending youth homelessness.

***To apply, please email resume along with cover letter to [hr@thevillagefs.org](mailto:hr@thevillagefs.org) with subject line Lead Clinician.***