



CITY OF CHINO

Clinical Specialist

Definition:

Under limited supervision, performs specialized technical and routine administrative work related to training, supervising, and supporting master's degree level student interns and/or trainees as well as providing support services to counselors; and performs related work as assigned.

Class Characteristics:

The Clinical Specialist is responsible to recruit, train, and provide guidance to student interns seeking licensure as a Marriage and Family Therapist.

Essential Functions:

- Recruit, supervise, provide orientation, guidance, and training to master's degree level student interns and/or trainees as well as provide support services to counselors; create and maintain a positive learning environment for counselors and student interns and/or trainees.
- Assist the Director of Community Services in planning, developing, organizing, and supervising program activities; identify program needs; determine, gather, and prepare materials; recommend the purchase of necessary equipment, supplies, materials, and manuals.
- Coordinate and/or provide training related to legal and confidential issues, case management, crisis intervention and treatment, communication, and mental health issues; make arrangements for on and off-site training programs.
- Assist counselors in facilitating the referral of children and families that require services beyond the scope of the Human Services section.
- Conduct research and analyze data; prepare and present reports of findings and recommendations as to appropriate action; compile routine reports by extracting and/or tabulating information from a variety of sources, such as files, correspondence, meeting notes, and logs; maintain records relating to program activities.
- Provide assistance to Department management and supervisor regarding administrative, fiscal or operational issues, and policies and procedures; assist in developing new policies impacting Human Services section operations and procedures.
- Respond to inquiries in person or by telephone; explain procedures, processes or program activities; provide assistance to the public, City staff, co-workers, assigned staff, and outside agencies; provide liaison to City staff, other agencies and the public; may represent the City at a variety of meetings.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Licensing:

Must possess and maintain one of the following licenses, and have held the license for a minimum of two years prior to appointment:

- California Marriage and Family Therapist
- Psychologist
- Physician certified in psychiatry by the American Board of Psychiatry and Neurology

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Master's Degree (required).
- Completion of one of the following::
 - ~ Minimum of 6 hours of supervision training or coursework every two years;
 - ~ Minimum of 6 hours of supervision training or coursework between January 1, 1997 and December 31, 1999; or
 - ~ Commenced supervision training or coursework after January 1, 2000 and will have completed a minimum of 6 hours of supervision training or coursework within 60 days of hire date (required for Marriage and Family Therapists and desirable for Psychologists and Physicians certified in psychiatry).

Experience:

- Must have practiced psychotherapy for at least two years and have averaged at least 5 client hours per week (required).
- Sufficient experience in marriage and family therapy to competently practice marriage and family therapy (required).
- Experience in the area of clinical supervision to competently supervise interns and/or trainees (required).
- Three years of relevant work/supervisory experience (desirable).

Thorough knowledge of:

- Laws and regulations pertaining to both the supervision of trainees and/or interns and the practice of Marriage, Family and Child counseling
- Mental health principles and practices, and policies.
- Methods of staff development and training.
- Methods of identifying program needs, services, and local resources.
- Methods of research and statistical analysis.
- Office methods and procedures.

Ability to:

- Supervise, evaluate, and train college level student interns.
- Ensure the extent, kind and quality of counseling performed is consistent with the education, training and experience of the trainees and interns supervised.
- Remain current on new developments in marriage and family therapy, and in California law governing the practice of marriage and family therapy.
- Conduct research, analyze data, and prepare and present report of findings/recommendations.
- Maintain accurate records.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Understand and follow verbal and written directions.
- Provide assistance in developing new policies impacting Human Services operations and procedures.
- Represent the City at a variety of meetings.
- Establish and maintain cooperative working relationships.
- Operate a computer using a variety of software programs.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.
- Member of the California Association of Marriage and Family Therapists (CAMFT) and/or the American Association for Marriage and Family Therapists (AAMFT) (desirable).
- Approved CAMFT and/or AAMFT Supervisor (desirable).

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 5/8/12

Replacing Clinical Specialist classification specification (10/13/06).

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