



Position Title: Clinical Coordinator

Description: This is a unique opportunity to establish and coordinate a site-based mental wellness center to serve the needs of children and families of Rowe Elementary and other Settlement Programs.

This is a collaboration of the Settlement (agency) and Children's Home + Aid (Agency).

We are seeking a highly motivated, energetic, personable and optimistic individual to join our Northwestern Settlement team as the program's founding Clinical Coordinator. The responsibilities of this person are to:

- Develop, plan and implement strategies for program start up, rollout and growth
- Maintain a student/family caseload
- Support the clinical development of program staff and families served
- Oversee and manage services delivered by internal and external clinical service providers
- Maintain working relationships with community resources, school and agency clinicians to ensure that Northwestern Settlement can continue to nurture, educate and inspire children and families in the city of Chicago
- Think expansively, solve problems
- Possess good decision-making skills, including critical thinking skills in a fast paced environment

Core responsibilities:

- CLINICAL:
 - Oversee referrals to internal clinical service providers: ensuring referrals are appropriate for services, coordinating level and type of service needed, including number of sessions authorized and reviewing service reports
 - Manage a student/family caseload and complete corresponding administrative duties
- ADMINISTRATIVE:
 - Work collaboratively in a team-oriented environment with school staff, program directors or designees and Agency's clinical service providers; building positive relationships with clients and staff
 - Oversee, support and enforce agency expectations and deadlines of reports.
 - Evaluate employees
 - Prepare and implement budget in conjunction with Settlement President
 - Act as a liaison with Settlement administration and Advisory Board as needed
 - In conjunction with the Advisory Committee and Settlement Development personnel, plan fundraising and donor support activities
 - Perform other duties as assigned
- EDUCATIVE:
 - Participate in clinical or staff meetings/trainings at the school or with clinical therapists as needed.
 - Design, present and/or coordinate continuing education programs as indicated
- RESEARCH/OUTCOME MEASURES:
 - Take responsibility for strategically planning, monitoring and implementing the program's continuous quality improvement process including reporting and tracking outcome measures, monthly statistics, ensuring documentation compliance and accurate and timely reporting for the organization.
 - Maintain oversight of program evaluation and quality assurance functions for the program including assessment of applicable legal and professional requirements and monitoring services/treatment plans for clients.
 - Collect, review and utilize data and information on clients and services to inform program/clinic performance.



Job Qualifications:

- Licensed Clinical Social Worker, MSW required
- Three to five years of progressively responsible non-profit program management experience and staff supervision, including expertise transforming clinical staff into a highly functional team
- Experience with program start-up, development and evaluation.
- Experience and confidence identifying and implementing evidence based practices
- Proven experience understanding and demonstrated ability to service satisfaction
- Experience with children and families in a clinic setting, including intake/triage and crisis setting with individuals and families
- Knowledge of family system issues including domestic violence, child welfare, substance abuse, psychiatric care, trauma and impact on family systems
- Effectively prioritize tasks, manage multiple projects, meet deadlines and make quality decisions in a fast paced work environment. Must be attentive to detail, resourceful, self-motivated, and have initiative with responsibilities and assignments
- Demonstrate respect and acceptance of diverse individuals and communities served by, working in partnership with, or employed by NUSA or any partnering organization including but not limited to race, gender, ethnicity, social-economic status and LGBTQ populations
- Understanding of the agency's mission and culture and the ability to maintain appropriate boundaries with staff and clients in all circumstances. Ability to work in and adapt to the culture of a multi-cultural, community based organization
- Commitment to maintain confidentiality
- Solid organizational and public speaking skills
- Strong written and oral communication skills for a variety of mediums and audiences
- Proficiency in computer skills, especially using Outlook, Word, Excel and customized databases
- Ability to work flexible hours and weekends
- Ability to read/write and speak Spanish preferred
- Ability to hear and understand speech at normal room levels and on the telephone.
- Near visual acuity to review written documentations
- Physical ability necessary for lifting up to 50 lbs., bending, standing and reaching horizontal and vertical

Screenings:

- Applicant must clear fingerprint and criminal history record in addition to maintaining clear status throughout employment
- Employment contingent upon submission and passing a drug screen as requested
- Must submit and pass a TB and immunization health screen upon hire and update TB/physicals as requested
- Must be currently authorized to work in the United States on a full-time basis

Compensation and Benefits:

- Highly competitive compensation, commensurate with experience
- Generous benefits, including health, dental, vision, retirement, paid time off, life and disability insurance

Application Process: Interested Applicants may submit an application [online here](#), or should email jflores@nush.org the following: cover letter, resume and credentials. Cover letter must explain why you would be an ideal fit for this position and organization.

Statement of non-discrimination: Northwestern University Settlement Association is an equal opportunity employer.