



Clinician

Located in Uphams Corner in Dorchester, Massachusetts, St. Mary's Center for Women and Children supports 600 women and children annually with shelter, clinical and educational services, job training, employment placement, and search for affordable permanent housing.

A subsidiary of St. Mary's for Women and Children, Crossroads Family Center, located in East Boston, provides family shelter, case management, housing search, stabilization services and a food pantry to more than 70 families each year.

We are seeking Clinicians (LICSW, LCSW, or LMHC) to assist families at two of our programs- Margaret's House (Dorchester, MA) and Crossroads Family Shelter (East Boston, MA).

OBJECTIVE: To provide direct clinical services to the program, clients, and families, participate in program planning and coordinate clinical program development as assigned.

Nature and Scope: (These duties are not meant to be all inclusive and may be adjusted as necessary)

1. CLIENT SERVICES

- Serve as a positive role model following program guidelines for professional dress and behavior
- Maintain clear and respectful communication with staff, clients, families, and community partners
- Consistently maintains professional, legal boundaries and ethical standards (Federal, State, and Agency)
- Exercise critical thinking and good judgment when making decisions
- Build strong relationships and establish positive communication with clients and their families based on respect and understanding of their needs
- Ensure that clients' needs are met in a timely fashion and in an ethical manner
- Refer and advocate for clients in the areas of health, mental health, education, housing, childcare, vocation, legal and family services within timeframe that best meets client needs and best practice standards

- Establish and maintain positive communication with families and proactively reach out to connect clients with supportive resources
- Participate in effective client intake/admission and discharge process
- Provide consistent, strength based, individual, family, and group therapy & case management services
- Formulate assessments and complete Individual Treatment Plans within required timeframe
- Schedule and assist in facilitating clinical conferences and periodic reviews as required
- Conduct client risk assessments

2. PROGRAM SERVICES

- Maintain safety, appearance, and cleanliness of the facility in compliance with health, fire, and safety regulations
- Build collaborations with community agencies
- Promote positive program visibility and maintain positive working relationships with funding resources, collaterals, and other community agencies
- Act as school liaison for clients to ensure educational needs are being met; to include but not limited to attendance at school meetings, and educational case management
- Facilitate psycho-educational, therapeutic, and/or activity groups
- Provide crisis interventions utilizing agency protocols
- Provide support to program staff
- Provides shift coverage as required
- Responsible for on-call and emergency coverage through the on-call rotation, as required
- Provide weekly individual supervision to student intern(s) as assigned
- Participate in third party billing as appropriate for program

3. PROFESSIONAL GROWTH AND DEVELOPMENT

- Attend and use supervision for professional growth
- Engage in self-evaluation to establish goals for professional development
- Regularly attend, actively participate, and present in various program and agency meetings and trainings

- Maintain Continuing Education Units (CEU's) as required by your licensing review board

4. QUALITY ASSURANCE

- Knowledgeable of and complies with program specific policies and procedures and enforces rules and regulations
- Maintain accurate documentation, records and files in accordance with quality assurance standards
- Complete and distribute monthly and/or quarterly reports as indicated by program timetables
- Transport clients in a safe and secure manner in matters related to service delivery
- Provide documentation of client progress as requested in timely fashion maintain time sheets, mileage logs, daily work schedules, requests for time off in accordance with Agency policy
- Participate in program events as assigned
- Develop and update ITP in collaboration with residents, family members and other collateral in accordance with agency and licensing standards
- Identify and implement positive changes for the betterment of program
- Ensure proper record keeping through regular scheduled audits of client records
- Review case records, files, and service plans and ensure all clients receive goal-oriented assessments

MINIMUM REQUIREMENTS/QUALIFICATIONS

Professional/Academic

- L.I.C.S.W, L.C.S.W. and/or L.M.H.C.
- Master's Degree in Social work or related human service field
- Experience in case management and advocacy
- Experience working in groups

MINIMUM REQUIREMENTS/QUALIFICATIONS

- Professional/Academic
- Minimum of 2 years of clinical experience

- 2 to 3 years of clinical experience working with families preferred
- Broad based knowledge in human services
- Driver's License required
- Necessary Skills/Abilities
- Patient, understanding, and supportive
- Ability to engage in collaborative relationship with multidisciplinary team
- Excellent written and oral communication skills
- Word processing and computer skills
- Excellent interpersonal and organizational skills
- Ability to prioritize and manage multiple tasks
- Maintain flexible schedule to meet program needs and attend required meetings
- Ability to work well under pressure
- Comfortable with receiving clear, direct feedback from supervisors and peers
- Appropriately interact with people from diverse socio-economic, racial and cultural backgrounds
- Maintains an attitude of fairness, openness, and respect and supports the development of cultural competency at St. Mary's
- Remains open to different opinions and viewpoints and is willing to learn from them
- Respects and values all people's voices, including children, families and colleagues
- Sense of humor
- Highly flexible and energetic
- Enjoys working with and motivating residents
- Legally registered vehicle

Qualified applicants may submit a resume and cover letter via email attachments to jobs@stmaryscenterma.org.