



## Jewish Community Center of Greater Pittsburgh

# JOB DESCRIPTION

**Position Title:** Clinical and Outreach Specialist

**Date:** 10/29

**Posting Internal:**

**Job Title Number:**

**Program Area:** Healing Partnership

**Reports To:** Clinical Director

**Position Type:** Part Time

**Salary Range:** \$30.00- \$35.00 hourly DOE

### POSITION SUMMARY:

The Pittsburgh Resiliency Center, 10.27 Healing Partnership, is the central coordinating agency for the region's response to the deadly synagogue shooting that took place on October 27, 2018 and is funded in part by the Office for Victims of Crime. Housed at the Jewish Community Center, its mission is to foster a sense of community well-being by providing opportunities for reflection, support, and connection for individuals and their loved ones impacted by the attack and others who experience hate-induced trauma.

Responsible for carrying out programming that is evidence-based wellness and trauma education, while also providing clinical services as a bridge for long term services. Ensures effective communication and coordination between clinical partnerships with other mental health organizations serving those affected by October 27, 2018.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Ensures availability for brief interventions, client intakes, crisis intervention, and other short term clinical responsibilities based on demonstrated community need.
- Connects direct and indirect victims and families with appropriate community resources.
- Provides effective brief interventions with people who come in seeking support.
- Maintains a limited caseload of ongoing clients based on need.
- Inputs accurate and complete data for all client contacts into the agency's database.
- Provides all required documentation in a timely manner, which may include client follow up, outcome evaluation, client contact sheets, and evaluations.
- Implements evidence-based programming for communities affected by mass casualty events.
- Adheres to agency policies, procedures and professional code of ethics.
- Effective team member, will effectively welcome people to the space and work collaboratively with all other team members to work towards the mission of the 10.27 Healing Partnership
- Maintains a victim-centered approach in all interactions with the public.
- Understands the impact of traumatic events on individuals and community.
- Possess knowledge of community resources and counseling/social work practices with high-risk populations.
- Ability to motivate others towards achieving goals.
- Ability to work independently with a strong sense of focus.
- Maintains strict confidentiality involving both clients and co-workers.
- Demonstrated ability to work in various settings with culturally diverse families and communities in a culturally sensitive and appropriate manner.
- Engages in strong communication, administration and organizational skills.
- Possesses excellent communication skills both written and oral.
- Possesses outstanding organizational and planning skills.
- Actively supports and participates in continuous intra-departmental and agency-wide quality improvement processes. "Everyone, Every Day, Closer to Better."

- Ensures adherence to agency core values of respect, kindness, character and community within both staff culture and program development.
- Ability to work evenings, weekends and holidays, as required.
- Ability to perform other related duties, as needed and/or required.

*(These responsibilities are not to be construed as a complete statement of all duties performed.)*

#### **SUPERVISION EXERCISED:**

Full and part time personnel

#### **SUPERVISION RECEIVED:**

Supervision from Resiliency Center Clinical Director

#### **PHYSICAL QUALIFICATIONS:**

While performing the duties of this job, the employee is regularly required to use hands, to finger, handle or feel, reach with hands and arms; climb or balance, stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to stand and walk. Frequently he/she is required to sit. The employee is frequently required to lift up to 25 pounds and occasionally required to lift up to 50 pounds. The vision requirements include close vision, distance vision, peripheral vision, color vision, depth perception and ability to adjust focus.

Employee is required to have the capacity to travel to various locations within the community.

#### **QUALIFICATIONS:**

Master's Degree in social work or psychology, with at least three years' experience working in a community based setting, or an equivalent combination. Experience working with people in trauma and knowledge of best practices around trauma work. LCSW or LPC Preferred.

#### **CERTIFICATIONS:**

Act 33/34 Clearance

FBI Clearance

Mandated Reporter Training

First Aid/CPR Certification