



Alliance For Children is the children's advocacy center serving all of Tarrant County. Since 1992, over 60,000 children have benefitted from Alliance For Children's teamed investigations and coordinated approach. Alliance For Children is a nonprofit organization that operates child-friendly centers located in Arlington, Fort Worth, Hurst, and Lakeside. **It is our mission to protect Tarrant County children from child abuse through teamed investigations, healing services, and community education.**

Alliance For Children is a fully accredited member of the **National Children's Alliance®**, a membership association of over 700 Children's Advocacy Centers and is a founding member of **Children's Advocacy Centers™ of Texas**.

Please visit our website at [www.AllianceForChildren.org](http://www.AllianceForChildren.org) for more information.

#### **Bilingual (Spanish/English) Clinical Assistant – Full-Time**

Position available with Alliance For Children for a **Clinical Assistant**. The Clinical Assistant supports the clinical team at their designated center and is responsible for greeting clients as they enter the building, assisting them with any needs or questions that they may have and notifying the clinical members when their clients arrive.

#### Minimum Requirements:

- High School or GED.
- Bilingual (Spanish/English) abilities required.
- Two years of relative work experience.
- Must have a working knowledge of Microsoft Word, Excel and some knowledge of PowerPoint, and be familiar with virtual platforms.
- Strong communication skills; be a team player.
- Strong organizational skills; self-starter.
- Must have valid driver's license and proof of liability insurance if driving for agency purposes.
- Must successfully complete annual criminal and civil background checks.
- Able to maintain confidentiality and present in a positive, professional manner at all times.
- Able to maintain composure and professionalism under pressure of deadlines.
- Regular and reliable attendance.
- Personal qualities of integrity, credibility, and dedication to the mission of Alliance For Children.
- Ability to work remotely through various on-line platforms, as needed.

#### Application:

To apply, email resume and cover letter detailing your qualifications and interest in the position to [HR@AllianceForChildren.org](mailto:HR@AllianceForChildren.org) with "Clinical Assistant: Your Name" in the subject line.

Questions specific to this position may be directed to Christy Vela at [cvela@allianceforchildren.org](mailto:cvela@allianceforchildren.org). No phone calls, please.

*Alliance For Children provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or veteran status.*