



JOB DESCRIPTION

POSITION TITLE: Clinical Assistant (Part-Time) Bilingual

EXEMPTION STATUS: Non-Exempt

JOB RELATIONSHIPS:

Reports to: Clinical Supervisor/Director of Clinical Services/Chief Program Officer/Chief Executive Officer

Supervised by: Clinical Supervisor

Personnel supervised: Volunteers, student interns

Interrelationships: Alliance For Children staff, Texas Department of Family Protective Services staff, law enforcement staff, Tarrant County District Attorney's Office staff, Cook Children's Medical staff, community agencies, volunteers, children and families

Summary:

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.

Job Duties/Essential Functions:

- Responsible for weekly reminder calls for both individual and group clients and/or contacting clients through communication App
- Send letters to clients as needed
- Route all subpoenas for their designated center
- Assemble monthly graduation baskets and print graduation certificates
- Retrieve closed files from the Access program
- Responsible for entering weekly group attendance
- Supervise volunteers on an as needed basis
- Be responsible for subpoenas at their designated center
- Other job duties as requested by immediate supervisor or Chief Executive Officer
- Document any client contact in database
- Scan documents into database as needed
- Assist group leaders and clients with tele-mental health questions
- Update Service Assessments in database on a weekly/monthly basis
- Assist with reporting requirements on an as needed basis

Knowledge/Skills/Abilities:

- High School or GED
- Bilingual: English/Spanish abilities required
- Two years of relative work experience

- Must have a working knowledge of Microsoft Word, Excel, 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

Physical Requirements:

- Able to sit, walk, stand, bend, squat, kneel and twist on an intermittent and sometimes continuous basis
- Able to grasp, push, pull objects such as files, file cabinet drawers and reach overhead
- Able to operate a telephone and computer
- Able to lift up to 20 lbs.
- Moderate independent travel by private auto required

Mission:

The mission of Alliance For Children is to protect Tarrant County children from child abuse through teamed investigations, healing services, and community education.

- 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.

Physical Requirements:

Able to sit, walk, stand, bend, squat, kneel and twist on an intermittent and sometimes continuous basis. Ability to grasp, push, pull objects such as files, file cabinet drawers and reach overhead.

Able to operate a telephone and computer. Able to lift up to 20 lbs. (usually office supply boxes). Moderate independent travel by private auto required.

Mission:

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