



JOB DESCRIPTION

POSITION TITLE: Clinical Assistant

JOB RELATIONSHIPS:

Reports to: Clinical Supervisor/Director of Clinical Services/Executive Director
Supervised by: Clinical Supervisor
Personnel supervised: Volunteers
Interrelationships: Alliance For Children staff, Child 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:

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.
- Send letters to clients as needed.
- Route all subpoenas for their designated center.
- Assemble monthly graduation baskets and print graduation certificates.
- Enter in closed files in 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 Executive Director.

Knowledge/Skills/Abilities:

- 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.
- Strong communication skills; be a team player.
- Strong organizational skills; self-starter.
- Must have valid driver's license and proof of liability insurance.
- Must successfully complete 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.

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.