



## **JOB ANNOUNCEMENT**

Position: Mental Health Coordinator  
Supervisor: Executive Director

### **Organizational Mission:**

The mission of Over the Rainbow Children's Advocacy Center ("OTR") is to meet the needs of abused children in the community by providing a community-based, child-focused center that facilitates a compassionate, multidisciplinary approach to the prevention, identification, investigation, prosecution, and treatment of child abuse.

### **Job Summary:**

This position is responsible for conducting mental health screenings, assisting caregivers in the mental health referral process, and providing education and support to caregivers.

### **General Responsibilities:**

- \* Provide clinical case management services to families
- \* Conduct mental health screenings for children and non-offending caregivers
- \* Coordinate referrals to trauma-trained clinicians in the community
- \* Communicate regularly with clinicians who are providing treatment to child abuse victims
- \* Meet with families and providers to facilitate client engagement and to address problems and resolutions as needed
- \* Communicate regularly with parents/guardians during the entire MDT process to ascertain whether child abuse victims are receiving all the help and support needed
- \* Develop and maintain relationships with community mental health partners
- \* Prepare and maintain records, reports and statistics related to client care

- \* Facilitate educational and support groups for non-offending caregivers

## **Job Requirements and Qualifications:**

### *Education*

- \* Bachelor's degree in social work or related field. Advanced degree preferred.

### *Experience*

- \* At least two years of experience working with children and families, and a demonstrated knowledge of the dynamics of child abuse, trauma, and family violence
- \* Prior work with Child Protective Services, Law Enforcement, and District Attorneys preferred

### *Knowledge Requirements*

- \* Proficiency in Spanish preferred
- \* High level of written and oral communication skills, organizational skills, computer skills, collaborative capabilities; and
- \* Proficiency with Microsoft, Word, Excel, and Outlook

### *Interpersonal, Intellectual and Physical Requirements*

- \* Individual should possess good judgement, flexibility, and ability to work as a team member with individuals from a variety of disciplines
- \* Ability to work well under pressure, multi-task and balance diverse requirements noted above and respond quickly to challenges
- \* Highly motivated, flexible, organized, and an independent team player
- \* Ability to work efficiently with minimal supervision
- \* Ability to manage and prioritize multiple tasks
- \* Bending, stooping, reaching and other movement required in dealing with children. Lifting of office materials (up to 20lbs).
- \* Must have a valid driver's license or ability to get to programs at various locations; and

- \* Must have or be able to pass PA State Police, PA Childline and Federal Fingerprint screenings

### **Classification/Benefits**

Full-Time (40 hours) with benefits

### **How to apply:**

Send cover letter and resume (with 3 references) to Rebecca Voss, Executive Director, Over The Rainbow Children's Advocacy Center, 1461 S. Main Street, Chambersburg, PA 17201 or email to [bvoss@overtherainbowcac.org](mailto:bvoss@overtherainbowcac.org).

Deadline for Applications: August 10<sup>th</sup>, 2020

*Over the Rainbow Children's Advocacy Center is committed to providing equal employment opportunity to all qualified individuals and endeavors to hire individuals of diverse races, colors, creeds, ethnicities, religions, genders, gender identities or expressions, ages, sexes, sexual orientations, national origins, disabilities, and citizen, marital, veteran and HIV statuses.*