



CHILDREN'S ADVOCACY CENTER  
OF BENTON COUNTY

Job Description

**Position Title:** Mental Health Coordinator

**Reports to:** Director of Partner Services

**Position Description:** To work with all staff, contract and intern counselors to ensure that the needs of all referred and/or active CAC clients are being met. First point of contact for all counselors, team leads of other components and MDT members regarding counselor and mental health matters. Responsible for accomplishing all duties as documented in the general job description for Licensed Counselor with additional responsibilities as requested.

**Responsibilities** (may include but are not limited to):

- Coordinate with Director of Partner Services (DPS) to set and meet component's goals.
- Communicate regularly with DPS and MDT members regarding changes, challenges, complaints and/or problems concerning component and component staff.
- Address, manage and update component's methods of operation as necessary.
- Train, coordinate, supervise component, staff and interns and ensure their capability of meeting standards.
- Manage the component caseload to ensure efficiency of services.
- Supervise all clinical aspects of therapy cases seen at the CAC.
- Supervise all component staff regarding policies, procedures and job requirements.
- Collaborate with DPS for new hire potentials and participate in interview process.
- Provide direct client service at a minimum of 10% of agency standard.
- Oversee component records, data collection, release of records and quality assurance.
- Oversee maintenance of physical environment in which component services are conducted.
- Assure component services are available in an on-call capacity when necessary.
- Provide expert court testimony.
- Provide support and expertise to and actively participate in the CAC Education Component.

**Qualifications and Skills**

- Minimum of Master's degree in mental health related field with a professional license to practice therapy in the state of Arkansas (LAC or LCSW preferred).
- Minimum of five years' experience working with child abuse victims and addressing the impact of trauma on children and families.
- Trained additionally in TF-CBT, CPP or other related trauma treatment.
- Experience supervising other therapists.
- Public speaking & training skills.
- Strong knowledge of victim issues, crisis intervention, child abuse interventions and the function of the MDT.
- The ability to carry out the CAC Core Values listed below.

**Salary Range:** Commensurate with experience

**Exemption Status:** Exempt

**CAC Core Values:** Compassion, Teamwork, Integrity, Excellence, Humility and Service  
**Mission:** Empowering Children to find their Voice **Vision:** Eliminate Child Abuse

**Mental Health Mission:** To provide quality, holistic counseling services to children and their families by treating the whole child systemically to alleviate trauma symptoms and promote healing.