



Job Title: Clinical Services Coordinator (Part-time, 1099 contract employee)

Job Summary: The GreenHouse CAC/SAC is seeking a Clinical Services Coordinator to provide clinical supervision to all clinical staff. All services are provided through The GreenHouse.

Supervisor: Executive Director
Works in partnership with the Director of Victim Services

Basic Duties:

- Receive therapy referral reports, scheduling, and entering data into client system
- Has experience in trauma-focused-behavior-therapy or another form of evidence-based therapy
- Establish and maintain effective working relationships with related agencies, multi-disciplinary Team Review members, and other organizations to coordinate activities, identification and utilization of resources
- Provide clinical supervision for all clinical staff at The GreenHouse
- Communicating and coordinating relevant information and trainings in field for licensure and/or providing in-house training

Skills

- Strong written and verbal communication skills
- Ability to work effectively in a team environment
- Working knowledge of the child welfare and legal system
- Skilled at building collaborative relationships with others (clients, caregivers, coworkers, and professionals from other agencies and organizations)
- Previously demonstrated commitment to cultural competency
- Experience providing clinical supervision

EDUCATION

- Master's degree from an accredited university in a mental health field required
- Must be a licensed mental health professional in the State of Georgia (LPC, LCSW, etc.)
- Must maintain active licensure
- Be eligible to provide Certified Professional Counselor Supervisor in the State of Georgia

Fingerprint background check required.

To apply, email your resume and current license to Kirbi Baldrige at kbaldrige@greenhousecacsac.org by March 21, 2025.