



The Lincoln Center for Family and Youth
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JOB DESCRIPTION: LCSW/LPC Clinical Manager

Title: LCSW/LPC Clinical Manager

FLSA: Exempt

Reports To: Chief Clinical Officer

Organization Summary: The Lincoln Center for Family and Youth (“TLC”) is a social enterprise company serving the Greater Philadelphia Area for 50 years. Founded in 1970 and incorporated in 1983, TLC is an entrepreneurial nonprofit providing innovative education, coaching, and counseling services to public school students and their families. For more information, please visit <https://TheLincolnCenter.com>

Position Summary: The LCSW/LPC Clinical Manager will provide clinical oversight to counselors and other professionals, including (1) early intervention therapy and counseling services in designated school districts, (2) case management and mental health support services at schools and in the homes of at-risk students, and (3) consultation services to school personnel, liaison support to community agencies, and training programs for school and community populations.

The LCSW/LPC Clinical Manager may be assigned to different school districts to provide temporary coverage for service gaps.

- Duties & Responsibilities:**
- Provide clinical supervision individual and group supervision on a weekly basis
 - Support a strong case management model assessing, planning, and coordinating healthcare services.
 - Have expertise in supporting staff on best practices for addiction counseling experience working with individuals experiencing addiction or substance abuse.
 - Experience in or knowledge of behavioral health care. This may include administering assessments, providing counseling services, or knowledge of behavioral health theories.
 - Competency with data collection and implementing pre and post testing and gathering information to improve clinical services.
 - Review and Ensure electronic records and documentation standards are met by all clinical staff.
 - Demonstrate competency with bio-psychosocial assessments and ensure that standards are met regarding intake assessments, including obtaining and reviewing prior medical records,

performing patient intake interviews, and managing new patient forms.

- Direct staff and manage Crises and intervention strategies providing crisis intervention for children, adults, families, or other groups.
- Demonstrate competency and direct staff on HIPAA Knowledge of the laws related to the privacy and security of medical information as established in the HIPAA (Health Insurance Portability and Accountability Act).
- Guide and support staff regarding behavior management strategies. Utilize knowledge and experience with the tools, strategies and techniques used to maintain control of a group of people, typically in a classroom, and outpatient level of care.

Services to School Personnel:

- Assist administrators, teachers and other professionals with behavior management strategies.
- Provide staff with essential information to better understand factors (cultural, societal, economic, familial, health, etc.) affecting a student's performance and behavior.
- Train and mentor school staff on trauma-informed approaches to education to develop safe, stable and nurturing learning environments that prevent and mitigate the effects of trauma.

Services to District:

- Provide consultation regarding school law and school policy including IDEA and Section 504.
- Assist in developing positive behavioral intervention strategies.
- Assist in developing and implementing educational programs, including programs on safety and bullying.
- Develop alternative programs for drop-out, truancy, delinquency, etc.

School-Community Liaison:

- Develop relationships with new school districts and maintain positive relationships with existing contracted school districts.
- Provide counselors and other professionals with intervention strategies
- Foster and promote communication between the school entity, community and law enforcement.
- Promote best practice trauma-informed support services and behavioral health care by ensuring staff are linking the community with local trauma support and behavioral health systems.
- Assist staff and school districts receive adequate support from social and mental health agencies. Assess gaps in school district systems to address areas of need.

- Encourage staff to advocate for new and improved community/school service to meet the needs of students and families.

Skills & Knowledge:

Leadership and soft skills:

- Excellent communication and relationship building skills
- Ability to work and lead effectively on a multi-treatment team

Technical skills:

- Proficient in numerous clinical interventions
- Knowledge of and ability to access community resources
- Strong substance abuse intervention skills

Education & Experience:

- Education: Master's degree required, preferably in counseling or social work
- At least one of the following licenses is required: Licensed Professional Counselor (LPC) or Licensed Clinical Social Worker (LCSW)

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Hours:

This is a full-time, 40 hours per week, 52-week position

Work Environment:

Home, school, community, and office settings

Travel:

Travel to the designated schools, various homes, and community settings within the designated school district.

EEO Statement:

TLC is committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other basis recognized by federal, state or local law.