



SOLACE CRISIS TREATMENT CENTER

Position: Clinical Manager

Hours: Full Time, Exempt

Reports to: Associate Director

Location: Santa Fe, NM

Salary Range: \$65,000 to \$70,000

Who we are:

We envision a community where people have agency in their own healing, feel safe to exist as their fullest selves, and have access to resources that meet their needs to thrive.

Now in its 48th year, Solace Crisis Treatment Center is the regional full-service sexual assault services provider. Solace has three core Services:

- 1) The Clinical Department provides crisis stabilization, assessment, and therapy to restore strength and a sense of safety to individuals who have experienced sexual violence and other violent crimes.
- 2) The Special Victims Unit/Family Advocacy Department supports survivors of violence through case tracking, advocacy during sexual assault nurse exams or reporting to law enforcement, resource referrals, and court support. The department is also a nationally accredited Child Advocacy Center that conducts forensic interviews of child victims of sexual or physical abuse.
- 3) The Education & Prevention Department's engages in acts of cultural change through providing comprehensive sexual violence prevention programming, technical assistance, and policy advocacy to schools, government agencies, and community organizations.
- 4) Solace co-houses with the Santa Fe Police Department's Special Victims Unit, Christus St. Vincent's Sexual Assault Nurse Exam Unit, and the New Mexico Immigrant Law Center.

Position Summary: Under the direct supervision of the Associate Director, the Clinical Manager provides supervision and direction to the Solace Crisis Treatment Center (SCTC) Clinical Department. Assumes all duties as requested by the Associate Director or Executive Director. Complex Trauma treatment is the primary treatment provided along with adjunctive therapies in at least one of the following areas: EMDR, CBT, DBT, Hypnosis, Somatic Experiencing, Brainspotting, Trauma Resilience Model and/or Art Therapy.

Duties and Responsibilities

Administrative:

- Support the daily operations of SCTC in staffing across departments, facility management, safety, and client services.
- Assist in fund development efforts. This may include, but is not limited to:



- ☐ Write narrative components of grant applications and annual reports.
- ☐ Participate in site visits
- ☐ Participate in the development of messaging campaigns
- ☐ Represent SCTC at fund raising events
- Participate in long-range planning and budget development with the Executive Director and Management Team.
- Lead clinical team meetings, formal and ad-hoc.
- Attend trainings, external meetings, and in-house meetings as required
- Oversee proper maintenance of all clinical records.
- Oversee and approve the completion of accurate payroll time records, mileage and expense reimbursement forms, PTO requests, and all other monthly/quarterly/annual reports.
- Provide clinical and general staff development training.
- Update Clinical Policy manual on an as needed basis.
- Submit monthly review of clinical/personnel activities to Executive Director for Board Report.
- Represent the Solace clinical program generally and specifically within the community.
- Prepare appropriate records and reports for other agencies upon request.
 - ☐ Submit billing & encounter data according to schedule.
 - ☐ Prepare monthly/quarterly/annual reports and documentation as needed.
 - ☐ Supervise, review, and oversee proper maintenance of all clinical records.
 - ☐ Review and sign-off on all clinical staff evaluations.

Clinical:

- Provide direct service, including biopsychosocial assessments and individual therapy.
- Provide emergency/crisis intervention.
- Maintain all client data and up-to-date records and evaluations in compliance with professional standards.
- Facilitate bi-weekly clinical meeting with clinical staff.
- Provide quality weekly individual to clinical staff.

Required Qualifications:

- Masters or Ph.D. in counseling, psychology, social work, or marriage and family therapy, or psychology, with New Mexico state licensure (LISW, LPCC LMFT, or Ph .D.).
- Proficient in evidence-based practice preferred (e.g. DBT, EMDR, SE) .
- Willingness to apply as interdisciplinary supervisor for social workers if an LPCC.



- Five years independent license and two years management and supervision experience.
- Clinical experience including work with child, adolescent and adult sexual assault survivors preferred.
- Strong problem-solving skills and ability to work well in a crisis.
- Strong knowledge of clinical, legal and social aspects of the program in accordance with community mental health standards.
- Working knowledge of funding and agency contract requirements.
- Ability to embrace the methodology of reflective supervision.
- Clinical, supervisory, leadership, and training abilities.
- Must be a Medicaid and Insurance Provider.
- Ability to hold confidential information, use good judgment, and exercise awareness of other people's needs.
- Ability to serve clients with compassion, a belief that they are the experts in their own healing, and with strong professional boundaries.
- Computer literacy in Windows-based applications.
- Ability to abide by all mandatory reporting statutes.
- Access to reliable transportation.
- Ability to maintain auto insurance.

Work Environment:

- While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job:
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate. The passage of employees through the work area is average and normal.
- This position includes a combination of in-office, on site, and remote work. The technology to fulfill these duties will be provided and maintained by Solace.
- This position includes occasional out-of-state travel for conferences and trainings.

Physical Demands:

- While performing the responsibilities of the job, the employee is required to communicate with clients, community and/or stakeholders/community partners.

To Apply:

Interested candidates should email a letter of interest, resume, and three professional references to the Executive Director, María José Rodríguez Cádiz, at mjrodcadiz@findsolace.org.

Solace strives to build a multicultural and equitable work environment. Qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.