**Work where your work matters. Work at CCRC.**

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 1200+ people strong and growing!

You could play a key role supporting the **CCFA** Division! Go to our job board to apply: job board

# The Project-Based Associate Clinician job at a glance

## General Summary

Under the clinical supervision of a BBS-approved Clinical Supervisor, the Associate Clinician provides individual, family, and/or group therapeutic services to children, youth, and families served by the Family Resource Center (FRC) and other assigned grant-funded programs, consistent with the Associate's registration as an Associate Marriage and Family Therapist (AMFT), Associate Clinical Social Worker (ASW), or Associate Professional Clinical Counselor (APCC) with the California Board of Behavioral Sciences (BBS).

This position is a full-time, hybrid position; may work a non-traditional schedule including evenings and weekends as needed to meet program needs. This position is **project-based:** The position is funded throughout the County contract with a current end date of **June 30, 2028**; continuation of any funded portion depends on contract renewal and available funding.

## Core Benefits!

- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
  - CCRC ***covers approximately 90-100% of employee and dependent*** medical and dental coverage, and ***90%*** vision coverage!
  - There are a variety of medical and dental plans offered.
  - **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
  - Upon meeting eligibility, employees receive a ***5% contribution*** and may participate in the ***match of 50% up to the 1st 7% of deferrals***
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities **for learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture**: Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

# The Details of the Job:

## Essential Duties And Responsibilities

Within a team environment, this position will perform the following responsibilities:

**Clinical Services & Support Groups (55%):**

- Provide individual, family, and/or group psychotherapy, with a concentration in parent-child relationships, to clients under the direction of the assigned BBS-approved Clinical Supervisor.

- Facilitate monthly support groups in a variety of topics, such as mental health support, family support, grief support, and substance use education and support.
- Provide support to the parent education classes to assist with content around parent/child attachment, nurturing of children, and general principles such as care and supervision.

**Documentation & Clinical Supervision (20%):**

- Complete clinical assessments, treatment plans, and progress notes in a timely manner consistent with CCRC and grant documentation standards.
- Participate in required weekly individual and/or group clinical supervision to accrue BBS-qualifying supervised hours.

**Care Coordination, Safety & Program Participation (25%):**

- Coordinate care with the Parenting & Resource Specialists, Community Support Navigator, Site Manager, and other FRC program staff to support whole-family service delivery.
- Maintain an active caseload consistent with program and grant requirements, and ensure a minor client's caregiver, parent, or legal guardian is present on FRC premises whenever services are provided; monitor client progress and safety, including risk assessment and safety planning. In consultation with the Clinical Supervisor or designee, provide immediate clinical assessment and intervention of potential 5150/5585 (involuntary hospitalization) situations.
- Escalate mandated-reporting, safety, or child-welfare concerns promptly and appropriately per CCRC policy and legal requirements, and report incidents involving safety concerns, injury, behavioral issues, or emergencies within twenty-four (24) hours.
- Complete annual County Human Services Privacy and Security training, sign the annual Confidentiality Statement, and immediately report any suspected or actual breach of confidential information.

## Non-Essential Duties And Responsibilities

These duties include tasks that are required but currently comprise of less than 5% of the daily workflow for this job:

- Participate in cross-departmental, agency-wide and community collaborative meetings as assigned.
- Represent CCRC at community, partner, and funder events, including CCRC hosted initiatives and public engagement activities.
- Perform other duties as assigned to support the mission and strategic goals of the agency.
- Attend the required County CFS Contractors Fair and other mandatory County meetings.

## Job Specifications

**Minimum Required**

- **Education:**
  - Master's degree in Marriage and Family Therapy, Social Work, Clinical/Counseling Psychology, or a closely related field from an accredited program.
- **Experience:**
  - Prior experience in a clinical practicum, internship, or community mental health setting preferred with children and families.
  - Minimum of 1 year of experience in group dynamics and facilitation, as required by the County contract for staff who facilitate support groups.
- **Professional/Technical Certifications:**

- Active registration with the California Board of Behavioral Sciences (BBS) as an Associate Marriage and Family Therapist (AMFT), Associate Clinical Social Worker (ASW), or Associate Professional Clinical Counselor (APCC) required; registration must remain current and in good standing throughout employment. Note for APCC applicants: Must meet California BBS requirements to legally treat couples and families under clinical supervision (per BPC § 4999.20).

- **Technical Requirements:**
  - Basic Excel, Word, and PowerPoint; familiarity with Electronic Health Systems (EHS).

**Behavioral:**

- Cooperative work, effective Organization skills and Customer Service; collaborative teamwork, accurate work product, strong problem-solving skills, and effective critical thinking; strong leadership skills.
- Demonstrate regular, reliable, and predictable attendance to carry out the essential functions.
- Ability to prioritize work effectively, multi-task, adjust to meet multiple demands; follow up with tasks through completion; ensure deadlines are met.
- Show ability to have flexibility, maturity of judgment, and ability to work collegially.
- Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
- Adherence to technological security in accordance with Agency policy and legal requirements.
- Ability to exercise discretion, confidentiality, apply good judgment in making decisions, work independently and take initiatives.

**Travel:**

This position will consist of light travel as needed for trainings. Some travel/business related driving required; This position requires travel. Staff may choose any mode of transportation (driving, walking, bicycling, carpooling, etc.) to arrive to and depart from the location where attendance is required. Should a staff member choose to drive, the staff member must become an approved driver with CCRC prior to driving on behalf of CCRC. Approved drivers driving on behalf of CCRC may choose to drive a CCRC vehicle or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver's License and receiving DMV clearance.

**Work Schedule:**

This is a full-time, hybrid schedule; typical work schedule, Monday through Friday; a non-traditional work schedule including early mornings, late evenings, and weekends may be required as needed.

**Work environment:**

This position is onsite, performing work at the assigned Family Resource Center site. The position is subject to typical indoor working conditions, including moderate noise and temperature variations.

- **Background & Health Clearance Requirements:** Background requirements determined according to the requirements of the program(s) which the position will be supporting**.**
  - **Background check required.** As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:

- **Live Scan Clearance / DOJ Fingerprinting**: For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).
- **Health Clearance**: For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with "at risk" populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)
- **MVR / DMV clearance** in accordance with CCRC's liability insurance provisions: For positions where driving is required.
- **Child Development Permit**: For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
- **CPR / Pediatric CPR certification:** For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
- **Federal Debarment Checks**: For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)
- **Credit & Bankruptcy Check: For positions with fiscal responsibility (roles with authority over financial transactions), a credit and bankruptcy check will be conducted to assess financial responsibility in alignment with agency standards and applicable laws, including the federal Fair Credit Reporting Act (15 U.S.C. 1681 et seq.) and California Labor Code restrictions on credit reports (Labor Code 1025.5**

**Preferred**

All minimum requirements met above, plus:

- Advanced proficiency level using Microsoft Excel, Word, PowerPoint, Outlook and video conferencing tools including Zoom and Microsoft Teams. Familiarity with EXYM (CCRC's electronic health record system) is preferred.
- **Bilingual:** Strong bilingual verbal and written communication skills in English and Spanish; ability to conduct clinical therapy sessions and parental education in both languages highly preferred.

## Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

| ***Physical Activity*** | | | | | |
|---|---|---|---|---|---|
| **Activity**<br>List the number of hours spent performing the activity. | **Hours Per Day** | | | | |
| | **NA** | **0-2** | **3-4** | **5-6** | **7-8** |
| **Balancing:** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. | ☐ | X | ☐ | ☐ | ☐ |
| **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized. | ☐ | X | ☐ | ☐ | ☐ |
| **Crawling:** Moving about on hands and knees. | X | ☐ | ☐ | ☐ | ☐ |
| **Crouching:** Bending the body downward and forward by bending the leg and spine. | ☐ | X | ☐ | ☐ | ☐ |
| **Driving:** A car, truck, forklift or other types of moving equipment. | ☐ | X | ☐ | ☐ | ☐ |

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| ***Physical Activity*** | | | | | |
|---|---|---|---|---|---|
| **Activity**<br>List the number of hours spent performing the activity. | **Hours Per Day** | | | | |
| | **NA** | **0-2** | **3-4** | **5-6** | **7-8** |
| **Feeling:** Perceiving attributes of an object, such as its size, shape, temperature or texture by touching skin, particularly that of the fingertips. | ☐ | ☐ | ☐ | X | ☐ |
| **Grasping:** Applying pressure to an object with the fingers. | ☐ | ☐ | X | ☐ | ☐ |
| **Hearing:** Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment. | ☐ | ☐ | ☐ | ☐ | X |
| **Kneeling**: Bending legs at the knee to rest the body on the knee or knees. | ☐ | X | ☐ | ☐ | ☐ |
| **Lifting (Light)**: Raising objects from a lower to a higher location / moving objects horizontally from one location to another. **Lifting up to 30lb** objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles. | ☐ | X | ☐ | ☐ | ☐ |
| **Lifting (Med)**: Raising objects from a lower to a higher location / moving objects horizontally from one location to another. **Lifting 30lb – 50lb** objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles. | X | ☐ | ☐ | ☐ | ☐ |
| **Lifting (Heavy)**: Raising objects from a lower to a higher location / moving objects horizontally from one location to another. **Lifting 50lb+** objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles. | X | ☐ | ☐ | ☐ | ☐ |
| **Pulling:** Using upper extremities to exert force to draw, haul or lug objects in a sustained motion. | ☐ | X | ☐ | ☐ | ☐ |
| **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. | ☐ | X | ☐ | ☐ | ☐ |
| **Reaching:** Extending hand or hands and extending arm or arms in any direction. | ☐ | ☐ | X | ☐ | ☐ |
| **Repetitive motions:** Substantial movements of the wrist, hands, and/or fingers, including keyboarding. | ☐ | ☐ | ☐ | ☐ | X |
| **Sitting:** Particularly for long periods of time. | ☐ | ☐ | ☐ | X | ☐ |
| **Standing:** Standing or staying on feet for sustained periods of time. | ☐ | X | ☐ | ☐ | ☐ |
| **Stooping:** Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle. | ☐ | X | ☐ | ☐ | ☐ |
| **Talking:** Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly. | ☐ | ☐ | ☐ | ☐ | X |
| **Twisting:** Turning from right to left at the waist. | ☐ | X | ☐ | ☐ | ☐ |
| **Viewing:** The ability to distinguish colors, read a VDT or other needs for depth perception. | ☐ | ☐ | ☐ | ☐ | X |
| **Walking:** Moving about on feet to accomplish tasks. | ☐ | ☐ | X | ☐ | ☐ |

| ***Physical Activity*** | | | | | |
|---|---|---|---|---|---|
| **Activity**<br>List the number of hours spent performing the activity. | **Hours Per Day** | | | | |
| | **NA** | **0-2** | **3-4** | **5-6** | **7-8** |
| **Balancing:** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. | x | | ☒ | ☐ | ☐ |
| **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized. | x | | ☐ | ☐ | ☐ |
| **Crawling:** Moving about on hands and knees. | x | ☒ | ☐ | ☐ | ☐ |
| **Crouching:** Bending the body downward and forward by bending the leg and spine. | x | ☒ | ☐ | ☐ | ☐ |

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| *Physical Activity* | | | | | |
|---|---|---|---|---|---|
| **Activity**<br>List the number of hours spent performing the activity. | **Hours Per Day** | | | | |
| | **NA** | **0-2** | **3-4** | **5-6** | **7-8** |
| **Driving:** A car, truck, forklift or other types of moving equipment. | ☐ | x | ☐ | ☐ | ☐ |
| **Feeling:** Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips. | x | ☐ | ☐ | ☐ | ☒ |
| **Grasping:** Applying pressure to an object with the fingers. | ☐ | ☐ | ☒ | ☐ | x |
| **Hearing:** Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment. | ☐ | ☐ | ☐ | ☐ | x |
| **Kneeling**: Bending legs at the knee to rest the body on the knee or knees. | x | ☐ | ☒ | ☐ | ☐ |
| **Lifting (Light)**: Raising objects from a lower to a higher location / moving objects horizontally from one location to another. **Lifting up to 30lb** objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles. | ☐ | x | ☒ | ☐ | ☐ |
| **Lifting (Med)**: Raising objects from a lower to a higher location / moving objects horizontally from one location to another. **Lifting 30lb – 50lb** objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles. | x | ☐ | ☒ | ☐ | ☐ |
| **Lifting (Heavy)**: Raising objects from a lower to a higher location / moving objects horizontally from one location to another. **Lifting 50lb+** objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles. | x | ☐ | ☒ | ☐ | ☐ |
| **Pulling:** Using upper extremities to exert force to draw, haul or lug objects in a sustained motion. | ☐ | x | ☒ | ☐ | ☐ |
| **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. | ☐ | x | ☒ | ☐ | ☐ |
| **Reaching:** Extending hand or hands and extending arm or arms in any direction. | ☐ | x | ☒ | ☐ | ☐ |
| **Repetitive motions:** Substantial movements of the wrist, hands, and/or fingers, including keyboarding. | ☐ | ☐ | ☐ | ☐ | x |
| **Sitting:** Particularly for long periods of time. | ☐ | ☐ | ☐ | x | ☐ |
| **Standing:** Standing or staying on feet for sustained periods of time. | ☐ | ☐ | ☒ | x | ☐ |
| **Stooping:** Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle. | x | ☐ | ☒ | ☐ | ☐ |
| **Talking:** Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly. | ☐ | ☐ | ☐ | ☐ | x |
| **Twisting:** Turning from right to left at the waist. | x | ☒ | ☐ | ☐ | ☐ |
| **Viewing:** The ability to distinguish colors, read a VDT or other needs for depth perception. | ☐ | ☐ | ☐ | ☐ | x |
| **Walking:** Moving about on feet to accomplish tasks. | ☐ | ☐ | x | ☐ | ☐ |

# Notices

**Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.**

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

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**Accommodations**
If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at Recruiting@ccrcca.org.

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