JOB OPENING

POSITION TITLE: Clinical Training Facility Implementation Specialist
REPORTS TO: Director of Social Emotional Well-being
STATUS: Non Exempt
SALARY: $35-37/hr - 37.5hr work week

SUMMARY:
We are seeking a highly motivated and skilled individual to join our team as a Clinical Training Facility Implementation Specialist. In this role, you will be responsible for implementing the development of our clinical training facility plan and the clinical training manual. Working closely with the contract POC (King County Program Manager) and reporting to the Director of Social Emotional Well-being, you will play a crucial role in ensuring the success of our clinical training program. If you are passionate about clinical training and development, have a strong commitment to improving mental health services, and possess the necessary skills and qualifications, we invite you to apply for this position. Join us in making a positive impact on the lives of our clients and the community.

ABOUT REWA:
ReWA promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes and equal access to services while respecting cultural values and the right to self-determination.

Our clients come from more than 70 countries across the globe, including Africa, Southeast Asia, and the Middle East. ReWA provides social services to every member of a refugee or immigrant woman’s family, from infant to senior. These services, delivered in more than 50 languages and dialects, are designed to make a long-lasting impact in our clients’ lives and help them thrive in the Puget Sound community.
Responsibilities:

Case Assignments and Clinical Decision-making:
- Review counselors' placement in tiers, scope of work, and caseloads.
- Match clients with counselors who can provide the best care or add supplemental services where needed.
- Create workflows and guidelines for case assignments and treatment plans.
- Train staff and update the Electronic Health Record (EHR) system for documentation.
- Recruit staff as needed to ensure client-counselor match for culture, language, and mental health treatment needs.
- Conduct audits on case assignments, scope of work, treatment plans, client progress, and client satisfaction surveys.

Training and Development:
- Develop training plan tracks for each tier of counselor competency and assign training plans to mental health staff.
- Create a plan for managing internships and intern integration into the team.
- Establish workflows and guidelines for training and development of the team.
- Source and attend behavioral health conferences related to international, immigrant, and/or refugee mental health.
- Develop partnerships with educational organizations to connect the team with opportunities and assist with recruitment and internship/post-graduation opportunities.
- Assist the team with career development, graduate school, and scholarship applications.
- Conduct audits of training completion, counselor skill progress, and review/update training assignments.

Mentoring and Supervision:
- Create guidelines and documentation forms for mentorships and supervision.
- Assign staff to mentorship and supervision dyads based on their tier levels.
- Establish mentor and supervisor meetings to support mentors and supervisors.
- Conduct audits on documentation and collect staff surveys for feedback.

Development of Clinical Training Manual:
- Conduct comprehensive research on culturally adapted approaches to mental health treatment.
- Collect training materials on mental health treatment options and add them to the clinic manual.
- Develop a list of local, national, and international counseling professionals working toward similar goals.
- Present material to the team and provide access to it for continuous reference.
- Incorporate the manual into the training plan for counselors in the department.
- Ensure integration of relevant information into the EHR documentation of clinical work.
- Conduct audits on utilization of highlighted practices in treatment plans and case documentation.
• Maintain regular communication and updates with the King County Program Manager.

**Minimum Qualifications:**
• Master’s degree in Counseling (Counseling Psychology), Marriage and Family Therapy, or Clinical Social Work
• Experience in program development, training, and clinical supervision.
• Knowledge of mental health treatment modalities and interventions.
• Strong organizational skills and attention to detail.
• Excellent communication and interpersonal skills.
• Ability to work collaboratively with a diverse team.
• Ability to conduct audits and analyze data.
• Knowledge of local, national, and international counseling resources is a plus.

**BENEFITS:** Medical, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

**TO APPLY:**

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

**BACKGROUND CHECKS:**
ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check.

**CLOSING DATE:**
Open until filled
EQUAL OPPORTUNITY EMPLOYER

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.