# **Job Title: Women’s and Children’s Clinical Specialist**

**Program/Department:** Early Childhood Trauma Services

**Position Type:** Full-Time 40 hours/ week – Hybrid Position (remote and on-site)

**Location:** Watertown with regular statewide travel

**Reports to:** Director of Early Childhood Trauma Services

The Institute for Health and Recovery (IHR) is a statewide service, research, policy, program development and capacity building agency. IHR designs its services based on an understanding of the impact of trauma. IHR’s CARF accredited treatment programs provide holistic interventions for hard to reach and high-risk individuals and families. IHR’s mission, since our founding in 1989, has been to develop and support a comprehensive continuum of care for families, individuals, youth, and pregnant and parenting people affected by alcohol, tobacco, and other drug use, violence/trauma, mental health challenges and other health issues, while advancing principles of health equity and social justice. Our work is focused on addressing and eradicating inequities in our health care, economic, and justice systems, especially as they disproportionately affect women and people of color. We are committed to providing services and creating communities that mitigate the effects of substance use, mental illness, and trauma.

## Summary Statement: The Women’s and Children’s Clinical Specialist provides statewide trauma-informed training and technical assistance in evidence-based interventions to the Bureau of Substance Addiction Services (BSAS) funded residential substance use disorder (SUD) programs serving women, children, and families.

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## Essential Functions:

* Assist BSAS funded residential programs across MA
* Plan and provide training and consultation on gender-responsive interventions, and on serving pregnant and parenting women affected by substance use disorders, opiates, medication-assisted treatment (MAT), addressing early childhood trauma and family-centered approaches and substance-exposed newborns (SENs).
* Research and stay current on relevant best practices in SUD family-centered and trauma-informed approaches, infant/early childhood mental health and residential SUD treatment.
* Incorporate trauma-informed framework into residential treatment programs through on-site modeling and other activities.
* Work with all levels of treatment programs and agencies to promote trauma-informed, cross-systems collaboration and comprehensive continuum of care best practices.
* Work to address systemic barriers impacting women, children, and families in residential SUD treatment.
* Work closely with other IHR programs addressing women’s treatment to coordinate capacity building and training efforts.
* Support BSAS’s Women’s Residential Care meetings through participating in monthly planning meeting, taking minutes and attendance, and distributing minutes.
* With other IHR staff and support staff assistance, update mailing list and residential program personnel spreadsheet, and contribute to monthly and quarterly reports.
* Communicate with IHR’s main office in Watertown with cloud-based shared calendars, timesheets and check in with supervisors.
* Attend team and agency staff meetings.

## Competencies:

* Clear Communication
* Highly organized
* Strong Teamwork
* Self-Motivation, Independence
* Problem Solving Skills
* Development and Continual Learning
* Adaptability and Flexibility
* Value efforts of Diversity, Equity, and Inclusion
* Regular attendance and punctuality are required

## Qualifications/Requirements:

## Bachelor’s degree with 5 years’ experience required; Advanced Degree in social work, public health, or related field preferred with particular emphasis on trauma, substance use, co-occurring disorders, and parent-child relationships.

* Previous experience providing training, technical assistance, and consultation to other professional including on collaborating with the Department of Child and Family, birthing hospitals, and all other community supports for mothers.
* Experience working with women affected by SUDs and trauma, and their children. Residential treatment setting experience preferred.
* Understanding of evidence-based practices appropriate for programs serving women, including pregnant and postpartum women, such as Motivational Interviewing (MI).
* Knowledge of the impact of addiction and co-occurring disorders on women, children, and families and how on implementing the Family Care Plan (POSC) for all pregnant women in treatment programs.
* Experience working with young children and their families, with a focus on trauma, attachment, and parenting.
* Familiarity with evidence-based intervention such as Child Parent Psychotherapy (CPP), Mothering from Inside Out (MIO), Attachment, Self-Regulation, and Competency (ARC), Seeking Safety, and Nurturing Program (NP).
* Strong understanding of child development and attachment, especially in children birth to five years.
* Excellent oral and written communication and writing skills.
* Proficiency in Microsoft applications, including Word, Power Point, and Excel.
* Computer skills, presentation planning skills
* Ability to work effectively with diverse cultural groups.
* Energetic and flexible; ability to work well independently and as part of team.

## Other Requirements: (If Applicable)

* Valid driver’s license, good driving record, and regular access to a reliable vehicle; Travel between sites (reimbursed).
* Business Class Rider on Motor Vehicle Insurance, if transporting clients.

(Reimbursable; required within one month of start of job).

**Benefits:**

IHR has a strong commitment to equity and diversity and offers a rewarding work environment with competitive salary and generous benefits, including:

* 15 vacation days/ 5 personal days/ 13 federal holidays/ 15 sick days during the first two years (pro-rated for part time employees), with increases in vacation days in subsequent years.
* 403 B retirement benefits with employer contribution after two years.
* 80 - 85%% employer-paid health insurance.
* 90% employer-paid dental insurance.
* 100% employer sponsored basic life insurance.
* Professional Development.
* Employee Assistant Program (EAP).
* Referral Recruitment Bonus.

#### Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit: stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift products and supplies weighing up to 10 pounds. Reasonable accommodation will be made for otherwise qualified individuals with a disability. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This job description is subject to change at any time.

**Equal Opportunity Employer:**

IHR is proud to be an equal opportunity employer, seeking to create an inclusive and diverse environment. All qualified applicants will receive consideration for employment without regard to race, ethnicity, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**Employee signature below constitutes employee’s understanding of the requirement and duties of the position.**

**Employee Signature: Date:**