

# San José State University Research Foundation

## Position: Clinical Services Director

DEPARTMENT:	Healthy Development Community Clinic (HDCC)
IMMEDIATE SUPERVISOR:	Project Director
POSTING DATE:	08/02/2022
SALARY:	\$90,000 to \$100,000 Annually Negotiable, DOQ/E
EXEMPT STATUS:	Exempt, Full-Time, Benefited Position is contingent on receipt of grant(s) and is renewable each year dependent on funding.

---

### GENERAL NATURE OF POSITION

The Healthy Development Community Clinic (HDCC) promotes equity through holistic wellness for children, youth, and families. This clinic will utilize primary prevention and community outreach and education to serve the community. The HDCC builds on individual, family, and community strengths; connects families with existing resources; and provides culturally and linguistically-responsive, trauma-informed services to meet the wide-ranging needs of children, youth, and families. The HDCC uses an interdisciplinary, team-based approach to lead services through screenings, short-term interventions, outreach and education, and targeted referrals. Services address behavioral health, speech-language and communication development, academic and social success, and training and education for parents and families.

The HDCC clinical services director will oversee clinical services; collaborate closely with SJSU founding faculty; propose and help to evaluate opportunities for interdisciplinary collaborations within SJSU; lead training and supervision for SJSU.

---

### ESSENTIAL DUTIES & RESPONSIBILITIES

1. Oversee the day-to-day clinical service delivery operations of HDCC.
2. Develop clinic schedule.
3. Procure clinical materials and supplies.
4. Help to manage budgets.
5. Manage student assistants.
6. Collaborate with partners across SJSU, Santa Clara County Schools, East Side Union High School District (ESUHSD), and Oak Grove High School (OGHS).
7. Provide individual and/or group supervision to Masters-level trainees and SJSU students working in the HDCC.
8. Coordinate community education events (e.g., family wellness) with host faculty.
9. Assist with select fundraising and project management duties.

---

## INTERPERSONAL CONTACTS

1. Reports to dean of the Lurie College of Education.
  2. Interacts closely with HDCC Founding Faculty, SJSU graduate and undergraduate student clinicians and researchers, SJSU staff, ESUHSD and OGHS administrators, faculty and staff, community members, leaders of community and related organizations.
- 

## SUPERVISORY RESPONSIBILITIES

Will supervise SJSU student assistants and provide clinical supervision of SJSU graduate students.

---

## QUALIFICATIONS

### Education and Experience

- Master's degree required.
- Mental health licensed preferred (LMFT, LPCC, LCSW).
- Bilingual (English/Spanish or English/Vietnamese) strongly preferred.
- Experience with supervision and training of graduate student clinicians preferred.

### Knowledge, Skills, Abilities Required

- Expertise in mental health counseling, crisis management.
- Skilled in working with diverse children, youth, and families.
- Adept interpersonal skills to foster collaboration, mentorship, and supervision.
- Flexibility in approach, openness to dialog and discussion on HDCC processes.
- Reference to knowledge of policy and procedures for HIPAA.
- Knowledge of human subject protection.
- Applicants should demonstrate an awareness of and sensitivity to the educational goals of a multicultural student population, and diverse client population as might have been gained in cross-cultural study, training, and teaching.

### Physical Requirements

- Frequent and ongoing use of a computer terminal to conduct a variety of the more advanced clerical functions and communications; Periodic, regular, and communications.
- Periodic regular lifting, walking, and carrying of files, documents and other related materials. Incumbents must have the ability to lift and carry 15 lbs.
- Strength, dexterity, and coordination and/or ability to use a computer keyboard and read a video display terminal on a regular basis.
- Ability to listen to verbal requests from customers, clients, and vendors, and to respond appropriately.
- Dexterity and coordination to handle files and single pieces of paper, occasional lifting of objects weighing up to 15 lbs. such as files stacks of paper, reference books, and other materials.
- Frequent need to reach for items above and below desk level, sometimes with assistance of a step-stool.
- Standing and sitting for long periods of time is periodically required.

### Complexity of Duties

- Schedule may require early mornings or evenings.
- Driving required to school and community sites in the Bay Area; Driver's licensed required.

**PLEASE NOTE: This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment. This background check must be completed before the actual start of employment.**

---

**NOTE:** This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

---

### BENEFITS

The San José State University Research Foundation (SJSURF) provides excellent benefits package to benefited employees. **The comprehensive benefit package includes:**

- a) Nine company subsidized CalPERS health insurance plans to choose from (employee contributions differ according to plan and level of coverage).
- b) Employer paid dental and vision for both employee and eligible dependents.
- c) Life, AD&D, LTD with supplemental coverage opportunities.
- d) 14 paid holidays.
- e) Retirement Plan includes employee deferrals and employer contributions, which vests immediately.
- f) Vacation hour accruals and separate sick hour accumulations.
- g) Employee discounts.

Please visit the [Benefits & Compensation page](#) on the SJSU Research Foundation website for more detailed information.

---

### COVID-19 VACCINATION POLICY

As required by the CSU Vaccination Policy, all new hires must be fully vaccinated against COVID-19 starting on September 30, 2021. Fully vaccinated means it has been 14 days after the second dose of the Pfizer or Moderna vaccine has been given, or it has been 14 days after the one dose of the J&J vaccine has been given. Additionally all employees are required to have booster shots and provide proof to SJSU by 02/28/2022 or after the six months from the final dose of the original vaccination, whichever is later. Proof of being fully vaccinated does not need to be disclosed until a job offer has been made, and proof must be submitted after the acceptance of the job offer. New hires may request a reasonable accommodation of the COVID-19 vaccination requirement based on medical or religious reasons. New hires must submit their request for an accommodation form after they accept the job offer, and before their scheduled start date. The reasonable accommodation provided to the employee, if any, will depend on the employee's job and the applicable facts, but it may include weekly COVID-19 testing. New hires who do not submit, before their scheduled start date, proof of being fully vaccinated or a request for reasonable accommodation will have their job offer revoked.

---

---

## APPLICATION PROCEDURE

To apply for this position, an applicant must submit a formal application for employment, as well as a resume, and a cover letter. The formal employment application is located on the SJSURF website on the [Forms page](#). **All candidates must submit their application materials to [foundation-jobs@sjsu.edu](mailto:foundation-jobs@sjsu.edu). Please add **CL SE DIR** to the subject line of the email.**

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.

---

## REASONABLE ACCOMODATION

The San José State University Research Foundation (SJSURF) is committed to providing access, equal opportunity, and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at [foundation-jobs@sjsu.edu](mailto:foundation-jobs@sjsu.edu). In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information.

---

## ABOUT THE SJSU RESEARCH FOUNDATION

SJSURF employment is separate and distinct from San José State University or state of California employment. SJSURF employees are not employees of SJSU or of the state of California.

SJSURF is a non-profit auxiliary of San José State University. SJSURF is totally self-supported. The majority of the organization's funding comes from the federal government, and other public and private entities. With annual revenues totaling over \$65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

**SJSURF is an equal opportunity employer** and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.