



**Vacancy Announcement**

<b>Title:</b> Forensic Coordinator (Full-Time) 35 Hours/Week	
<b>Department:</b> Counseling Services	<b>Status:</b> Non-Exempt
<b>Responsible To:</b> Clinical Director	<b>Salary:</b> 35 hours, 4/Days per Week- Commensurate with Experience; <b>Sign- On Bonus:</b> \$2,000

**Position Summary:**

Family Service Society, Inc. is currently seeking an experienced mental health therapist with supervisory experience to join our skilled clinical team to Coordinate and provide forensic counseling services to adults in our Bath, NY office. The Forensic Coordinator oversees the Forensic Therapist. The Forensic Coordinator ensures the smooth operation of the forensic programs, including collaborating with local, state, and federal referral partners. This position provides out-patient therapeutic services to adults who have sex offending behaviors as well as history of domestic violence toward their partners. The forensic team also provides clinical support to victims of domestic violence. Duties include, but are not limited to, assess and evaluate clients for appropriate services, complete psycho-sexual evaluations, co-lead sex offender group therapy and domestic violence psycho-educational groups, provide individual therapy as needed, maintaining communications with legal system as well as coordinate care with all services clients receive. A successful candidate must be able to provide unconditional positive regard to clients. The Forensic Coordinator shares a caseload with the Forensic Therapist. Caseloads vary, with a significant amount of time being spent in-session, documenting progress, and communicating with the treatment team. A successful candidate will identify and align with the agency’s mission and values (listed below) in order to improve the well-being of clients and our community.

**Agency Culture for Therapists:**

Our Mental Health Therapists receive weekly clinical individual and group supervision from experienced supervisors. Supervisors receive weekly clinical individual and group supervision from the Clinical Director. Training to serve specialty populations is provided upon hire (ie. Trauma-Focused Cognitive Behavior Therapy). Staff development trainings are financially supported by the agency toward required CEUs, as budgets allow. Family Service Society’s Professional Training Institute provides ease of accessibility to in-house professional development and CEU trainings. We are supportive of clinicians increasing their skills and knowledge base to offer the most efficacious counseling services. The agency maintains a professional library full of evidence-based practices, textbooks, and workbooks for clinical use.

We understand the significant amount of energy you will be using to focus on improve your clients’ wellbeing. Our agency’s culture is to be as flexible as possible to meet your needs for self-care. We are supportive of flexible work schedules for Mental Health Therapists. Several Mental Health Therapists work 4 days a week, while others work 5 days a week. There are no on-call responsibilities for Mental Health Therapists at this time. Working remotely is allowed in occasional situations when approved by the Clinical Director and the Executive Director. The agency has an active staff recognition program.

**Agency Culture for Clients:**

We seek to maintain and build our supportive and collaborative work environment from our reception area to the counseling offices, as the counseling environment plays a significant role in the client’s comfortability and therapeutic process. Our Mental Health Therapists are encouraged to create and design their office space to be welcoming, exude acceptance, and create a safe place for clients.

**Education and Experience Requirements:**

Candidates must possess a master's degree and related professional license in a counseling field (LMSW, LCSW, LMHC). We are seeking a Forensic Coordinator with preferably at least three years of experience in counseling and/or the human service field that are able to be credentialed by local health insurances and at least 2-years of supervisory experience. The Forensic Coordinator must be able to establish rapport with clients who are diverse in their race, culture, religion, economic status, sexual orientation, gender identity, and abilities.

**Employment Opportunity Policy:**

Family Service Society, Inc. is committed to providing a nondiscriminatory employment environment for its employees. The policy of Family Service Society, Inc. is to fully comply with applicable federal, state, and local laws, rules, and regulations in the area of nondiscrimination in employment. Discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), sexual orientation, gender identity, gender national origin, disability, age, genetic information, gender expression, military, and veteran status is prohibited.

**Full-time Employee Benefits:**

Family Service Society, Inc offers robust benefit options to help you maintain overall health and well-being.:

- Medical – 4 different plans are offered to allow employees to choose the right coverage for them
- Dental
- Vision
- Flex Spending Accounts
- Life Insurance
- Optional Life Insurance
- 401(K) and Matching
- Employee Assistance Program

In additional to these benefits full-time employees are given a generous amount of paid time off.

- Vacation, Sick, Floating Holidays, Personal Time, Bereavement Leave
- 12 Paid Holidays/Year, when they fall on your scheduled work day

**Contact Information:**

Please complete online application form and attach a cover letter and resume. Alternatively, candidates can email or mail a cover letter and resume to the contact person below. Applications will be accepted until the position is filled.

**Family Service Society, Inc.**

[charlanowe@familyservicesociety.org](mailto:charlanowe@familyservicesociety.org)

280 Princeton Ave Ext.

Corning, NY 14830

**Our Mission Statement:**

Family Service Society, Inc. provides professional counseling and community services that empower individuals and families to deal more effectively with their challenges, enhancing the quality of their lives.

**Our Values:** Empowerment, Integrity, Excellence, Respect, Compassion, and Transparency

