



Clinical Director Job Description

Posting Date: 10/05/2021

About North Marin Community Services North Marin Community Services (NMCS) is a non-profit organization whose mission helps to empower youth, adults, and families in our diverse community. We serve 11,000+ people in need each year, providing comprehensive services to help people achieve well-being, growth and success. Join an organization dedicated to providing a supportive and professional working environment. Located in beautiful Novato/Marin County/CA, our workplace culture is driven by our five values: teamwork and collaboration, cultural humility, excellence, integrity, and learning and continuous improvement. Visit www.northmarincs.org to learn about the impact of our services, and how you can make a difference in Novato.

Job Title: Clinical Director

Status: Part time, exempt position, 0.55 FTE (22 hours/week), Monday-Friday, flexible hours depending on need. Hybrid position, with office located at 680 Wilson Ave.

Salary Range: \$58,240/year DOE. Generous benefit package pro-rated by FTE including medical, dental, and vision benefits, life insurance, earn up to 3 weeks PTO in your first year, 12 paid holidays, employee assistance program, up to 2% retirement employer match, and childcare discount. Sign-on bonus of \$250 at three months of employment.

Reports to: Director of Wellness Programs

Purpose: Position provides clinical oversight to the Mental Health Program, in partnership with Director of Wellness Programs. Direct management of two clinical supervisors; provides clinical consultation to licensed clinicians and mental health clinical team of 14 associates and trainees.

Essential Functions:

Clinical Oversight:

- Oversight of weekly training and supports clinical supervision team in implementing individual and/or group supervision for team of 14+/- Trainees and Associates. Ability to provide clinical supervision, as needed.
- Support licensed clinical staff and provide consultations as needed.
- Provide timely support and consultation to clinical staff including actively helping with crisis calls and risk management. Willing to go onto school campuses as needed and coordinate with other clinical supervisors to ensure full coverage during open hours.
- Works in partnership with Director of Wellness Programs and Wellness Program Manager to ensure compliance with all laws governing the practice of professional clinical counseling including chart audits.
- Supervision will focus on supporting team in developing their ability to provide assessment, individual and group therapy, as well as other services that may augment a multi-tiered system of support in schools or community settings.
- Oversees team record keeping of client cases including progress notes, goals and psychosocial assessments in Apricot software.
- Evaluates clinicians as required by academic institutions and NMCS, in conjunction with clinical supervisors.
- Supports Wellness Program management with recruitment of new clinical staff.
- Works in partnership with management to cultivate positive relationships with NUSD schools.
- Internship Program includes weekly didactic trainings with internal and external trainers; provide trainings as possible within schedule.
- Additional Duties as assigned.

Equal Opportunity Employer

For more information about our agency or our programs, visit www.northmarincs.org

Knowledge, Skills, & Abilities:

- Principles and practices of individual, group and family psychodynamics as they relate to adults or children; psychological diagnostic methods and terminology; personality development from infancy through adulthood.
- Current principles, techniques, and practices of clinical case work for adults or children; the human and health services systems in the community including public and private agencies and other community resources.
- Principles of mental health education, client and community advocacy, and systems theory; principles of crisis intervention; needs, problems, and perspectives of people with mental illness, trauma related to immigration, impacts of economic/housing/food insecurity,
- Knowledge of laws and ethics; understanding of client's legal rights.
- Significant experience working with immigrant communities; experience working with Black, Indigenous People of Color (BIPOC), preferred.
- Knowledge of casework objectives, principles, techniques, and caseload management.
- Knowledge of community resources, public social service and assistance programs.
- Knowledge of interviewing and record keeping techniques, including the documentation of all actions and contacts in case files.
- Basic knowledge of the effects of stress and adverse childhood experiences.
- Ability to engage clients in the problem-solving process.
- Must be able to function with minimal supervision, follow directions, handle multiple tasks simultaneously, and manage stressful situations effectively.
- Ability to get along with people and establish cooperative working relationships with staff at all levels both within and outside the department.
- Demonstrate exemplary customer service, strong communication and organization skills.
- Proficiency in word processing, spreadsheet, database, presentation and e-mail software.
- Experience working with electronic health records required.

Education & Experience Requirements:

- Master's degree or higher in social work, counseling, psychology, or a related field.
- Licensed Psychologist, LMFT, LCSW, LPCC, licensed for at least 5 years, with at least 2.5 years of clinical supervision experience. Active California license in good standing.
- Ability to supervise clinical interns/associates (AMFT, ACSW, Professional Clinical Counseling Interns, and/or School Counseling interns).
- Must have a National Provider Identifier (NPI) or obtain NPI, prior to employment start date.
- Provide copies of current CEU's per renewal period. CEU in accordance with BBS regulations including per renewal – Law and ethics, Supervision, DSM-V.

Preferred Qualifications:

- Experience working with Latino, immigrant and low-income communities, bicultural preferred.
- 2 years of experience in community-based programs preferred.

Other Requirements:

Job may include walking up and down stairs, standing, lifting and moving small items of up to 25 lbs. Candidate must pass a Live Scan background check and a pre-employment health exam including proof of vaccinations and TB test clearance (costs reimbursed). An applicant with a conviction, other than a minor traffic violation, including a misdemeanor and/or felony, will not receive background clearance.

To apply for this position:

Please submit your resume and cover letter via the link below:

<https://www.northmarincs.org/careers-internships/>

Bilingual applicants are encouraged to apply.

Equal Opportunity

North Marin Community Services welcomes and encourages all qualified candidates to apply – especially as we recognize that people bring experience and skills beyond just the technical requirements of a job. We also know that self-doubt can sometimes get in the way of stretching professionally, so if your experience is close to what you see listed here, please consider applying. We value our differences and respect everyone – regardless of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, citizenship status, marital status, genetics, AIDS/HIV, medical condition, political affiliation, disability, age, status as a victim of domestic violence/assault/stalking, or military/veteran status. If you have a disability and need assistance and/or accommodation with applying for a job, please contact hr@northmarincs.org or 415-892-1643 ext. 224.

Equal Opportunity Employer

For more information about our agency or our programs, visit www.northmarincs.org