



Clinical Director Job Description

Posting Date: 8/31/2022

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, equity, 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- to full-time, exempt position, 0.8 to 1.0 FTE (1.0 FTE preferred), Monday-Friday, flexible hours depending on need. Hybrid position (minimum three days onsite), with office located at 680 Wilson Ave.

Salary Range: \$86,528 - \$108,160/year dependent on FTE. Generous benefit package including medical, dental, and vision benefits, life insurance, earn up to 3 weeks PTO (mental/physical health and vacation) in your first year, 12 paid holidays/year, employee assistance program, up to 2% retirement employer match, and childcare discount. Sign-on bonus of \$1000 (external candidates only).

Reports to: Director of Wellness Programs

Purpose: The Clinical Director provides clinical and administrative oversight to the Mental Health Program, including management of clinical supervisors and mental health team of 18 licensed clinicians, associates, trainees, and administrative staff. Oversees clinical supervisors, who provide clinical supervision to associates and trainees; develops and implements clinical training and professional development. Participates in program planning and quality assurance efforts.

Essential Functions:

- Lead and manage clinical staff through recruitment, retention, mentoring, coaching, and supervision ensuring staff engagement to meet organizational and department clinical goals and objectives. Ensure staff meet ethical standards (Code of Ethics), as well as requirements of university partners, regulations set forth by the California Board of Behavioral Sciences and other pertinent regulatory standards.
- Consult with Risk Management Team on HIPAA and other applicable rules and regulations, as needed.
- Remain up to date on all trainings and requirements that support clinical supervisor and licensure renewals.
- Ensure proper participant care is being provided in accordance with program contracts and that clinical documentation standards are met in a timely manner.
- Schedule and/or facilitate weekly training and professional development opportunities.
- Support clinical supervision team in implementing individual and/or group supervision for team of 12+/- trainees and associates. Ability to provide clinical supervision, as needed.
- Supervise licensed clinical staff and provide clinical consultations, as needed.
- 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.
- 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 and crisis response service providers.
- Work in partnership with Mental Health administrative staff, Finance staff, and Leadership to project, develop, and monitor revenue and expense budget for programs that include private

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pay, Medi-Cal, California Victims Compensation Board funding, as well as grants/contracts. Work effectively with Finance staff to implement an efficient billing system.

- Work in partnership with Development Department to steward and cultivate grant and donor relationships.
- Oversee quality assurance process including conducting regular chart audits, which may include peer review to assure accurate record documentation by staff.
- Work in partnership with Management Team to cultivate positive relationships with NUSD schools and other key collaboratives and partners.
- Ability to work independently and take initiative in addressing concerns and issues.
- Additional duties as assigned.

Management Team

- Participate in Management Team and Data Management Team activities including creating and meeting goals in the strategic and operating plans, logic models, Apricot database, program assessments, attending monthly meetings, providing board updates, and managing program revenue and expense budgets.
- Perform HR functions as appropriate with staff including staff management, performance evaluations and attending HR trainings.
- Be a strong ambassador for the agency including knowing and adhering to the agency's mission, values and programs; serving on community boards that strengthen NMCS's collaborations; assisting with facility tours and fundraising efforts; soliciting program participants; and engaging volunteers and donors.
- Additional Duties as assigned.

Qualifications: 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 casework 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, participant 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 participant'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 participants 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 4 years, with at least 2 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 trainees/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-5-TR.

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Preferred Qualifications:

- Experience working with Latino, immigrant and low-income communities, bicultural.
- 2 years of experience in community-based programs.
- Bilingual (Spanish)/bicultural

Conditions of Hire:

- Fully vaccinated against COVID-19 unless granted a medical or religious exemption.
- Pre-employment health exam including proof of vaccinations and TB test clearance.
- Criminal record clearance or exemption from California Department of Social Services. All convictions other than minor traffic violations require an exemption, including convictions that have been expunged.

To apply for this position:

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

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.

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