



# Clinical Director

## Job Description

<b>Most Recent Update:</b>	07/06/23
<b>Job Title:</b>	Clinical Director
<b>Status:</b>	Exempt, salaried position; flexible hours depending on need. Hybrid position (minimum three days onsite), with office located at 680 Wilson Ave. Part-time or full-time (4 – 5 days/week) negotiable.
<b>Salary Range:</b>	\$105,000 - \$115,000 per year (prorated for 4 days/week) with \$1,000 sign-on bonus. Generous benefits 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, employee assistance program, up to 2% retirement employer match, and childcare discount.
<b>Reports to:</b>	Senior Director of Wellness and Impact
<b>Purpose:</b>	The Clinical Director provides clinical and administrative oversight for the Mental/Behavioral Health Programs and provides other clinical expertise to Adolescent Health & Wellness, as well as other programs across the organization. Clinical oversight includes management of clinical supervisors and the mental health team. Develops and implements clinical training and professional development opportunities. Participates in program planning and quality assurance efforts.
<b>Essential Functions:</b>	<ul style="list-style-type: none"><li>• Oversees clinical operations, staff management, program quality and continuous improvement, safety, and regulatory compliance.</li><li>• Manages Clinical Supervisors, Licensed Clinicians, and Wellness Care Navigator, Associate Clinicians, and oversees Clinical Training Program (graduate student Trainees and Interns); provides limited clinical supervision.</li><li>• Accountable for access and care outcomes, as well as department action plan and administrative functions.</li><li>• Develops and improves upon logic models and program plans; ensures their successful implementation, including maximizing access and improving efficiencies while maintaining high quality care in partnership with the Senior Director of Wellness and Impact.</li><li>• Ensures compliance with legal and ethical standards of all federal, state, and local regulations, as well as ensuring alignment with the California Board of Behavioral Sciences, American Psychiatric Association, California Department of Health Care Services, and any other pertinent regulatory bodies.</li><li>• Works in partnership with Leadership Team to consult on HIPAA, confidentiality, and clinical care standards to create an environment of safety for both staff and participants, as needed.</li><li>• Remains up to date on all trainings and requirements that support clinical supervision, licensing, and licensure renewal standards.</li><li>• Ensures proper participant care is being provided in accordance with program contracts and that clinical documentation standards are met in a timely manner.</li><li>• Schedules and/or facilitates weekly training and professional development opportunities.</li><li>• Supports clinical supervision team in implementing individual and/or group supervision for team of 12+/- trainees and associates. Ability to provide clinical supervision, as needed.</li><li>• Supervises licensed clinical staff and provides clinical consultations, as needed.</li><li>• 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.</li><li>• Facilitates regular meetings including those that address mental health operations and navigation functions.</li><li>• Provides 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.</li></ul>

- Works in partnership with Leadership Team to build and sustain quality mental/behavioral health programs with diversified funding streams. Works effectively with Leadership and Finance staff to implement a more efficient billing and scheduling system.
- Works in partnership with Development Department to steward and cultivate grant and donor relationships.
- Partners with Wellness staff (Senior Director of Wellness and Impacts and Data and Evaluation Manager) to implement quality assurance processes including conducting regular chart audits, which may include peer review to assure accurate record documentation by staff.
- Works 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

- Actively participates on Management Team and Program Quality Team 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. Meets regularly with Leadership Team related to program strategic goals.
- Serve as director for the Mental Health Program, including conducting performance coaching, goal setting, and training as appropriate.
- 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.
- Maintain current CPR and First Aid Certification (willing to send to training).
- Additional Duties as assigned.

#### **Qualifications:**

##### **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.
- Experience in a clinical director or comparable position/function, and with budget and staff management
- 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.

##### **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 low-income, Latine, and immigrant communities; experience working with Black, Indigenous People of Color (BIPOC).
- 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.

#### **North Marin Community Services**

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- 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
- English fluency

**Preferred Qualifications:**

- Experience with working in trauma-informed and 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.