



Position: Clinical Director

Reports to: Executive Director

Part-time: 96hrs/month (24hr/week)

PURPOSE & SCOPE

The Clinical Director provides leadership, oversight, and strategic direction for all clinical services within the agency.

The Clinical Director ensures that all aspects of clinical programs maintain the highest quality of service, are in alignment with the agency goals, and adhere to the mission and values of the agency.

The Clinical Director is responsible for the development and administration of clinical programs, compliance with regulatory and ethical standards, staff development and supervision of clinical staff, and for professional and community relations as relative to clinical programs.

The position works closely with the Executive Director and represents the agency in the professional community for the purposes of increasing and maintaining Roanoke Park Counseling referral base and professional presence in the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Clinical Leadership

- Provide overall leadership and management of clinical programs and services
- Develop, implement, and monitor clinical policies, procedures, and best practices.
- Ensure services align with agency values and professional standards.
- Ensure values of diversity and inclusion are focus of all aspects of clinical practice.
- Maintain a culture of care of the highest quality, trauma informed treatment standards, and staff support.

Staff Supervision and Development

- Supervise licensed clinical staff, including therapists and interns.
- Provide regular supervision for associate level therapists and interns. Hold quarterly one-on-one meetings with therapists to review session progress notes and monitor levels of service. Maintain more frequent contact with therapists as needed for support and consultation.
- Monitor therapists' caseloads and meet with therapists to review new client assignments.
- Support staff training, professional development, and licensure requirements.
- Hold regular monthly staff meetings for clinical support and collaboration, information sharing and educational purposes. Provide (not less than two) outside educational programs a year, as agency budget allows.
- Assist in recruitment, onboarding, and retention of clinical personnel.
- Address performance related issues as they occur. Work closely with the Executive Director in cases where termination is required.

- Ensure that staff is sufficient in number, qualifications, training, and skills to carry out agency programs within established financial and program guidelines.

Development and Administration of Clinical Programs

- Develop and expand current levels of clinical programs to best meet the strategic goals of the agency, to ensure client needs are met, and standards of quality are maintained. This includes conducting needs assessment, research and ongoing communication with the Executive Director.
- Continually evaluate and develop clinical practices. This includes reviewing current practices, updating written policies and procedures, and reviewing intake, termination, progress notes, privacy, and all other clinical forms for client files and monitoring therapist adherence. Oversight and tracking of clinical outcome testing.
- Administer the client intake activities which include scheduling and conducting timely interviews, assessing client needs, making clinical assignments and providing appropriate referrals for persons not accepted into program. Determine client fees in conjunction with client ability to pay and available funds.
- Funds distribution. In conjunction with the ED and Development director, track available agency funds to be used for setting client fee subsidies
- Reports. Produce monthly client reports for the board of directors. Attend board meetings quarterly to deliver clinical report and updates.
- Stay abreast of clinical issues which may pose risk or liability concerns for the agency. Immediately inform the Executive Director of all potential concerns and follow established procedures per critical incidents policy.
- Work with Development Director and E.D. to set up systems and collect data to show quantitative and qualitative impacts of services for community and fundraising purposes.
- Work with office manager to collaborate on therapist insurance credentialing, insurance billing issues, and overdue client accounts.

Professional & Community Relations

- Maintain professional relationships and regular contact with peers and referring agencies within the community. Keep records of referring providers and send thank you letters (with office manager).
- Promote clinical services through mailings, attendance at professional meetings, and clinical presentation opportunities, social media.
- Plan and execute annual Fall Professional Event.

QUALIFICATIONS

- Master's level degree in counseling, psychology, or social work
- Valid WA State License (LMHC or LICSW)
- A minimum of 5 years direct clinical experience required, and experience working with adult survivors of childhood sexual abuse highly preferred.
- Minimum of 2 years supervisory experience, required.
- Current clinical supervision continuing education credits or willingness to complete.
- Broad knowledge of community mental health resources and ability to form connections in mental health community.

Leadership Competencies

- Demonstrates drive and initiative; ability to manage and improve processes; ability to listen attentively; a deep understanding of client needs; the ability to coach others; and a track record of establishing broad relationships.

- Focus on increasing diversity and inclusion in all aspects of clinical work (internal and external).
- Exhibits a strong appreciation for teamwork and its role in advancing nonprofit goals and effectiveness.

- **Knowledge, Skills, and Abilities**

- Leadership and team-building skills.
- Excellent clinical judgment and decision-making abilities.
- Strong communication, interpersonal, and conflict-resolution skills.
- Knowledge of trauma-informed care and culturally responsive practices.
- Proficiency with electronic health record (EHR) systems.
- Proficient computer skills: Internet; Email; MS-Word; Excel
- Familiarity with insurance billing
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Working Conditions

- Primarily in office and clinic environment.
- May require occasional evening or weekend availability and flexibility in attending to emergent client or staff needs.
- Ability to manage crisis situations and respond to clinical emergencies when necessary.