

# CLINICAL DIRECTOR

Full Time Employee

ARPA Grant, Gainesville, GA, US

**Salary Range:** Up to \$64,397.63 Annually

## **Job Summary:**

This position is responsible for the direction, coordination, and oversight of all clinical programming for the agency. This position is responsible for oversight of participant care via clinical supervision and assurance of program fidelity. Provides clinical oversight of all programs to assure consistency and continuity in the delivery of services. Responsible for supervision of clinical staff and development and execution of professional development plans, training requirements, fidelity audits, and general support.

## **Essential Functions and Responsibilities:**

- Plans, coordinates, and implements clinical programming and overall scheduling for all accountability courts.
- Directs and evaluates performance of clinical staff and provide direct and constructive feedback and coaching.
- Develops an effective professional development plan with all clinical staff to address necessary clinical and documentation skills.
- Schedules and leads group and individual clinical supervision meetings. Provides direct oversight to all licensed/credentialed therapists and interns.
- Maintain comprehensive notes from all supervision sessions as outlined by applicable licensure/credentialing bodies and agency policy.
- Conduct regular audits of clinical files and review with clinicians and his/her direct supervisor. Develop corrective action plans as needed and follow up with progress as outlined in plan.
- Monitor compliance with treatment fidelity and agency policies by direct and indirect supervision methods. This will include direct observation of group and/or individual therapy sessions, review of recorded sessions, review of clinical notations, etc.
- Provides oversight for the development of improvements in clinical programming and scheduling.
- Assist with preparation of program certification applications and treatment fidelity site visits.
- Ensures compliance with agency training requirements.

- Available for crisis consultation as needed. Capable of appropriate independent judgement to determine appropriate course of action in resolving problems and in emergencies.
- Facilitates critical incident reviews and staff debriefings.
- Ensure the most effective treatment approaches are utilized for various program populations and ensure compliance with state mandates such as evidence-based practices.
- Oversees clinical assessment protocols and suggests changes or updates as necessary.
- Establishes and maintains cooperative working relationships with outside agencies in order to facilitate the appropriate use of program services.
- Assists in the collection of such data and research as needed to facilitate the most current and effective treatment possible utilizing available resources.
- Provides support and professional guidance to staff. Creates and maintains a high performance environment characterized by positive leadership and a strong team orientation.
- Facilitates group sessions as needed.
- Monitors contracted treatment providers to ensure compliance with program expectations as needed.
- Intervenes in cases assigned to supervised staff as necessary to ensure that all participants receive treatment according to accepted clinical standards.
- Models effective counseling and crisis management techniques for supervised staff.
- Make site visits to community programs and monitors the use of resources.
- Attend administrative meetings as scheduled.
- Assists with drug screen collections as necessary.
- Maintains knowledge of current trends and developments in the field and applies pertinent new knowledge to the performance of other duties.
- Maintain licensure and/or certification required for performance of professional duties.
- Regular and predictable attendance is required.
- Performs other duties as required.

### **Minimum Qualifications Required:**

#### **Education and Experience:**

- Master's degree in psychology, counseling, sociology, social work, or related field. Licensed Professional Counselor, Licensed Clinical Social Worker, Licensed Marriage and Family Therapist by the appropriate professional certification board

required. Must hold proper certification as a Clinical Supervisor by the applicable licensing agency. Additional certification in addictions counseling preferred.

- Five years of experience in the provision of professional therapeutic services to individuals with substance use or mental health disorders.
- Any combination of education and experience that provides the required knowledge and skills.

### **Licenses & Certifications:**

- Valid Georgia Driver's License
- Valid professional license or certification in counseling related field.

### **Knowledge, Skills, and Abilities:**

- Proficiency in clinical documentation and knowledge of electronic health record (ERH) guidelines.
- Must be able to maintain flexible work schedule in accordance with client and program needs.
- General knowledge of County organizational structure and basic operations.
- Demonstrated proficiency in oral and written communications.
- Excellent communication skills – interpersonal, verbal, presentation and written.
- Demonstrated skill in developing and maintaining positive customer relations.
- Extensive skill in operating a personal computer, various software applications, Internet, multimedia programs, and calculator.
- Extensive understanding of substance use and mental health disorders and its effect on the treatment process.
- Specific training and experience in clinical supervision as required by various licensing/credentialing entities.

### **ADA Minimum Qualifications:**

- **Physical Ability:** Essential functions of this position continuously require the ability to remain in a stationary position (sitting or standing); operate a computer and other office machinery, such as a calculator, copier, and printer. Incumbents must continuously be able to think analytically; handle stress and emotion, concentrate on tasks, remember names and other details; examine and observe details; make decisions, and adjust to change. Incumbents must also continuously direct others; meet deadlines; stay organized; use math/calculations and use a keyboard/type.
- Essential Functions frequently require the ability to move about inside the office; and move/transport items up to 10lbs.

- Essential functions occasionally require the ability to bend body downward and forward by bending spine and legs, and twisting at the waist, hips or knees; reach overhead; push or pull; and repetitively use hands/arms/legs. Incumbents in this position are occasionally required to be on-call and work irregular hours.
- **Sensory Requirements:** Essential functions regularly require the ability to use effective verbal and written communication; and use of hand/eye coordination and fine manipulation to use equipment.
- **Environmental Factors:** Essential functions of this position continuously require the ability to either work with others or work alone.

This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this specification.