

Job Description

Title	Clinical Director
Department / Program	Child and Family Support Department
Reports To	Chief Program Officer
Exempt / Non-Exempt Status	Exempt
Full-Time / Part-Time Status	Full-time
Salaried / Hourly	Salaried
Education & Experience	<ul style="list-style-type: none"> • Master’s degree required • Advanced Social Work, Mental Health, or other relevant independent clinical licensure with corresponding liability coverage, required. • Proven leader with excellent communication and relationship-building skills. • Ten years of experience in clinical supervision, program management and budgeting. • Knowledgeable about adoption and foster care and/or a willingness to learn.
Supervisory Responsibilities	The Clinical Director will provide clinical and programmatic supervision to the staff providing behavioral health services and other therapeutic interventions.
Skills & Values Required	<p>Must demonstrate the following skills and dispositions:</p> <ul style="list-style-type: none"> • Alignment and commitment to the mission, vision, model, and values of the agency • Commitment to equity and inclusion within the agency and across systems • Advocacy for excellence in adult medical and behavioral health and well-being • Creativity and flexibility in meeting changing priorities and demands, and a willingness to learn and grow • Competence and confidence in building transparent, positive partnerships to further the agency’s mission • Strong written and verbal skills • Data-informed decision-making skills • Advanced critical thinking skills, with an ability to synthesize new and complex information. • Ability to think in broad and detailed terms, comfortable with identifying and resolving obstacles to improvement/goals. • Willingness to speak publicly, engage in public advocacy, and offer training and consultation services. • Skilled in building alliances and relationships among diverse populations

	<ul style="list-style-type: none"> • Awareness of personal attitudes, beliefs, biases, and assumptions about others
Other Requirements	<ul style="list-style-type: none"> • Must pass Background Criminal Investigation (BCI) check • Must pass Child Protection Services (CPS) background checks for RI as well as any additional states, per Adam Walsh Act of 2006. • Must be fully vaccinated for COVID-19 • Access to reliable transportation • Specific to staff-owned vehicles, staff must demonstrate: <ul style="list-style-type: none"> -Possession of valid driver's license -Maintenance of clean driving record -Possession of valid and continuous auto insurance coverage that meets the state's minimum requirements -Valid vehicle inspection sticker • Hold an active license with the RI Department of health (RIDOH) for applicable positions • Additional requirements, as outlined by service contracts, if applicable • Ability to work a flexible schedule, including some evenings
Physical Requirements	<ul style="list-style-type: none"> • Prolonged periods of (1) sitting at a desk/meeting table and (2) working on a computer. • Ability to self-transport to client and agency-related meetings and work within the RI community • U.S. Bureau of Labor and Statistics Occupational Requirements Survey (ORS) of strength level category: Sedentary to Light work • Reasonable accommodation may be made to enable staff to perform the essential duties.
Duties & Responsibilities	
<p>Administrative and Agency Leadership</p> <ul style="list-style-type: none"> • Provide overall leadership in the development, expansion, implementation, and enhancement of trauma-informed, permanency-competent behavioral health services. • Develop partnerships with governmental agencies, community health centers, insurance companies, non-profit and philanthropic partners, medical partners, and others. • Plan and manage departmental operations and oversee assigned programs. • Lead personnel and projects. • Develop and implement performance metrics, as required by accreditation standards. • Collaborate with the Chief of Advancement and partner with Advancement team to support funding goals. • Support the agency in obtaining and maintaining relevant license(s) and credentials, including accreditation, Medicaid approval, private insurance requirements, state and federal guidelines and all other requirements of a behavioral health program. • Compliance with continuous quality improvement (CQI) standards, including program development, program evaluation, and outcomes • Lead efforts to meet agency accreditation requirements for behavioral health and other therapeutic services. • Partner with non-behavioral health program leaders and employees across the organization. • Embed CLAS standards into practice and promote a commitment to cultural humility, inclusion, and accessibility throughout all clinical services. 	

- Support clinical staff in meeting expectations including productivity, quality of service delivery, maintenance of appropriate records, and following policies and procedures.
- Create and maintain billing structures, including third-party insurance and Medicaid
- Participate in the recruitment and selection of clinical staff and maintenance of staffing schedule and office assignments
- Manage and share on-call responsibilities.

Clinical Leadership

- Demonstrate knowledge of and remain apprised of the most current, evidence-based, evidence-informed, and promising practices in the field.
- Ensure clinical staff uses appropriate interventions, focusing on evidence-based and trauma-informed practices that demonstrate effectiveness with the target populations served by the organization.
- Participate in clinical service planning and policy and procedure implementation within a managed case framework
- Provide individual and group supervision to clinicians and interns including coaching, training, and record review.
- Promote an equitable and inclusive climate and support cultural knowledge of key populations that will be served to address disparities in service delivery.
- Other duties as assigned.

I have read and understand the above list of duties pertaining to the position and understand that it is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required. I understand that duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Staff Signature

Date

Supervisor Signature

Date