

Clinical Director Job Description

Summary/Objective

Under the supervision of the program director, the clinical supervisor serves as the supervisor of all clinical aspects of an in-patient-based substance abuse treatment program by directing, supervising and monitoring the work of clinical staff in the provision of substance abuse treatment services and aftercare planning for assigned clients. The clinical supervisor provides individual therapy, treatment planning, case management, client advocacy, counseling and crisis intervention.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Collaborates with the program director and counselor(s) to determine continuum of care for program participants.

Directs program counseling staff in the day-to-day provision of family-focused, trauma-informed mental health services to the Outpatient treatment community.

Provides individual and group counseling and participates in case conferences.

Reviews curricula and other program materials for clinical appropriateness and approves the acquisition of all new curricula and other programming materials.

Ensures that counseling staff have been adequately trained in the use of any curriculum being delivered to clients.

Directly, and through subordinate staff, supervises the assessment of all newly arrived patients; supervises clinical staff in scheduling all patients into treatment activities; assigns caseloads; and monitors and evaluates clinicians in the performance of their duties.

Reviews and approves all clinical documentation (treatment progress, treatment plans, and client coordination of care plan) and conducts regular quality assurance and quality improvement reviews to ensure that all appropriate record-keeping is performed on a timely basis.

Assesses and evaluates staff; develops methods to use and enhance strengths and to isolate and minimize weaknesses.

Acts as the program's liaison with staff and clients and offers recommendations for program developments and improvement.

Provides ongoing client assessment to identify changing needs pertaining to the individual treatment and development strategy.

Conducts regular chart reviews, ensuring that all appropriate record-keeping is performed on a timely basis and that all governing agency regulation are met.

Attends meetings called by the program director and participates in discussions concerning the revision, improvement and expansion of existing programs and offers recommendations.

Participates in quality assurance, quality improvement and utilization review activities and makes recommendations to the program director for plans of corrections.

Maintains established performance and conducts standards in accordance with organizational expectations.

- Competencies
- Decision Making
- Communication Proficiency
- Judgment
- Problem solving/Analysis
- Diversity and Inclusion
- Presentation skills
- Leadership
- Project Management
- Time Management
- Stress Management/Composure
- Supervisory Responsibility

This position manages all counselors in the department and is responsible for the performance management and hiring of the employees within that department.

Certificates, Licenses, Regulations

- Must have AAS in Chemical Dependency
- Requires 3 years of experience working with vulnerable populations.
- Requires 1 year experience working with Native American people and Tribal Organizations.
- Must pass a criminal background check.
- Must have a valid driver's license and reliable transportation.
- Washington State Department of Health (Chemical Dependency Professional Certification)
- Must have a valid driver's license and be eligible for automobile insurance.
- Must have or be able to obtain HIV/AIDS Training and a current CPR and First Aid Certification.
- Must be able to pass a background check and sign a statement of confidentiality.

CONFLICT OF INTEREST:

All employees shall refrain from any private business or activity, which might cause their personal interest to conflict with or affect the impartial discharge of their duties to the American Indian Community Center. Each employee must demonstrate personal integrity and is charged with the responsibility to serve and represent the American Indian Community Center in a professional manner. Employees must be free and appear free of any activity, agreement, business investment, or interest in situations, which may interfere with that.

“I certify that I have read this job description and understand each one of the requirements for this position, including but not limited to the physical requirements.

By signing this document, I certify that I meet all the physical requirements for this job, without any limitation.”

Employee Signature

Date

Supervisors Signature

Date