

Job Description: **Clinical Director**
Department: **Family and Youth Issues**
Last Revised: **8/21**

Definition:

This position coordinates and manages all aspects of therapy services, including the Family Counseling program, in cooperation with the Department Director. The Clinical Director also provides psychotherapeutic services to youth and families referred to the Children’s Cabinet for individual and/or family therapy. The Clinical Director will work within a team setting with other Cabinet staff to facilitate the prompt and efficient delivery of services. The Clinical Director reports to the Department Director for administrative issues.

Supervision Exercised:

The Clinical Director provides direct administrative supervision to licensed and student clinical staff; administrative supervision to non-clinical program support staff and may provide clinical supervision to intern and student clinical staff.

Duties:

- Assure adherence by clinical staff to Children’s Cabinet Policies and Procedures.
- Periodically review and update policies and procedures as necessary.
- Coordinate oversight activities with the Quality Assurance Specialist to review and implement quality improvement plans.
- Assure the following regarding psychotherapeutic services:
 - Mental health services provided are medically necessary and/or clinically appropriate;
 - Case records on recipients, including comprehensive diagnostic assessments are maintained and current;
 - Comprehensive treatment plan is developed with client family involvement;
 - Goals and objectives are time specific, measurable, achievable, realistic, time-limited, outcome driven, individualized, progressive, and age/developmentally appropriate;
 - Providers render services within the scope of their practice and competence under state law; and
 - Recipients receive mental health services in a safe and efficient manner.
- Provide individual and/or family therapy services to clients referred to the Children’s Cabinet.
- Make community referrals as appropriate, and work with other Cabinet staff to facilitate any necessary follow-up regarding client needs.
- Schedule, plan for, and conduct staffing and staff meetings on a regular basis.
- Design, plan for, and conduct trainings as requested/as needed.
- Aid in the development of quality improvement tools for Children’s Cabinet programs.
- Aid in grant management including organizing reports and reviewing grants and grant proposals.
- Create and supervise staff schedules including on-call and crisis responses.
- Participate in regularly scheduled performance evaluations and provide evaluations for staff.

- Abide by the AAMFT Code of Ethics (regardless of type of licensure) and Nevada State Laws pertaining to therapy services.
 - Perform others tasks as assigned.
-
-

Minimum Qualifications Needed:

Ability to:

- Adhere to schedules and specific timetables;
- Use good organizational skills and the ability to be task-oriented;
- Effectively communicate in both oral and written forms;
- Use excellent inter-personal skills, including intangible qualities (e.g., friendliness, openness, non-judgmental attitude, enthusiasm, etc.);
- Be physically capable of performing all job duties;
- Serve as a role model (positive attitude, professional dress, demeanor and behavior);
- Complete paperwork and reports.

Licensure, Certification, and Education:

- Licensed as a State of Nevada Marriage and Family Therapist (MFT), a Clinical Social Worker (LCSW), or a Clinical Professional Counselor (CPC) for a minimum of 1 year.
- Hold professional liability insurance at \$1,000,000/\$3,000,000 minimums;
- Master's Degree in counseling field.

Special Requirements:

- Knowledge of principles, practices, techniques, and trends in family counseling across the life span;
- Knowledge of working effectively with children, individuals, and families and with trauma and crisis situations;
- Must have reliable transportation to get to and from work;
- Must possess a valid Nevada Driver's License, and have current insurance if using a personal vehicle for company work;
- Must be able to lift 25lbs, walk up and down stairs, stand, sit, and bend;
- Ability to work occasional evenings and weekends;
- Able to pass complete background check.

Benefits:

- Eligible to receive Cabinet benefits for full-time staff.
-
-

The Children's Cabinet is an equal opportunity employer and encourages persons to apply regardless of their race, sex, sexual orientation, gender identity, color, religion, veteran status, national origin, age, handicap, disability, familial status, political affiliation or beliefs.

It is the policy of the Children's Cabinet, Inc. that all employees are employed at will of both the employee and the Children's Cabinet.