

Clinical Director Job Description

Statement of Work: The clinical director is a full-time position that provides administrative and compliance oversight, supervision of the clinical staff, and direct work with clients. Direct work with clients or non-supervisory clinical aspects which includes group facilitation, assessments administration, and individual counselling.

Supervision: The position reports to the executive director and has supervision responsibilities for a clinical staff.

Responsibilities:

1. Directs the day-to-day functions and program development of the treatment programs in compliance with Ohio MHAS and CARF standards.
2. Keeps current with developments and trends in areas of mental health, substance use disorder, and trauma treatment that may have a bearing on Women Recovery Center's programs, clients, staff, or community.
3. Provides orientation, training, and supervision of the clinical staff.
4. Prepares monthly, quarterly, and semi-annual reports as necessary to Ohio MHAS, ADAMHS Board of Cuyahoga County and for CARF compliance.
5. Supervises the maintenance of accurate and comprehensive charts in compliance with Ohio MHAS Standards, CARF and ASAM criteria ensuring quality assurance, utilization review programs, and appropriate procedures. Performs quarterly program/records review.
6. Assists in the achievement CARF accreditation by December 2020 and continued use of standards.
7. Serves as the privacy and security officer for HIPAA, thus ensuring that the organization is compliant with the legislation, security, and safety.
8. Cultivates a community referral network and gets their input to help improve service delivery.
9. Facilitates weekly clinical team meetings and conducts other meetings as necessary.
10. Covers shifts, as necessary, to provide seamless services for clients, in the event of a staff absence.
11. Assists the executive director with grants.

Financial support is provided by:

The Abington Foundation
Alcohol, Drug Addiction and Mental Health
Services of Cuyahoga County
Aon
Benesch, Friedlander, Coplan & Aronoff LLP
The Bruening Foundation
The Char and Chuck Fowler Family Foundation
Cleveland Electrical Labor Management:
IBEW 38 and NECA Greater Cleveland

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United Way

Wells Fargo Foundation
The William Bingham Foundation
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Local churches, businesses, individuals, and
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MEMBER OF
 COMMUNITY
SHARES

10. Participates in the Clinical Programming committee with board, staff and volunteers.
11. Be able to conform to policies and procedures outlined in the employee handbook, and state and federal mandates concerning the privacy, security, and confidentiality of clients.

Qualifications:

1. Master's Degree in social work, psychology, counseling or related field.
2. Supervisory licensure in the State of Ohio as a LICDC-CS, LISW-S, or LPCC-S required (applicant will be responsible for obtaining proof of licensure before hire and must maintain these credentials while employed).
3. Pass a criminal background check and pass a pre-employment drug screening.
4. Demonstrates experience in the integration of physical and behavioral healthcare in a managed care environment.
5. Previous supervisory experience of clinical staff and five or more years as a practicing licensed counselor required.
6. Demonstrates knowledge of Ohio's behavioral health redesign and impact on the relevant changes in programming and billing.
7. Proficiency in Spanish a plus but not a requirement.

The Women's Recovery Center offers competitive salary and benefits. The Women's Recovery Center is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees.

Please email your resume and cover letter to the executive director,
Ashley Yassall, at empower@womensctr.org.

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