

Marie Detty Youth and Family Service Center, Inc.
Outpatient
Clinical Director

Functional Description

Provides clinical supervision for Outpatient Counseling and Crisis Intervention Services. Assigns case loads and provides in-service training pertaining to counseling techniques, theory, and application. Works closely with OJA and ODMHSAS staff to ensure objectives are met. Manages referrals. Works diligently with clients and families as well OJA and ODMHSAS while utilizing community resources to preserve, strengthen and/or restore integrity. Work a flexible 40-hour week Monday through Sunday. Weekend work may be required in cases of emergency intervention.

Immediate Supervisor

Executive Director

Requirements

1. Must be 21 years old.
2. Licensed professional in behavioral health. Must become QMHP within 3 months of hire. At least two years' experience working with youth and families. One year of supervisory experience preferred.
3. Demonstrate strong writing, verbal, and organizational skills.
4. Must have strong assessment and interpersonal skills, flexible attitude and able to meet the demands of a heavy caseload.
5. Must have a valid driver's license and telephone.
6. Must pass FBI background investigation.
7. Ability to communicate with and advocate on behalf of clients.
8. Ability to maintain records and confidentiality.
9. Ability to always maintain a professional appearance and demeanor.
10. Ability to assess situations, identify potential safety issues, and independently initiate safe interventions.
11. Must be able to attend mandatory training and monthly staff meetings as scheduled. The Clinical Director is required to be certified (within 90 days) in CPR/First Aid.

Responsibilities

1. Screen, hire, reprimand, and discharge staff when necessary.
2. Conduct staff meetings to provide supervision and information.
3. Conduct supervision with all staff members at minimum two times per month.
4. Coordinate and monitor all services requested by Office of Juvenile Affairs and Drug Court.
5. Provide Individual, Family, and group Counseling and maintain paperwork requirements for each client assigned.
6. Ensure weekly and monthly reports are completed and submitted in a timely manner.
7. Maintain file audits and quarterly quality reviews.
8. Ensure cases are opened and closed within the required time frames.
9. Provide case management services, information, education, and referral services.
10. Keep accurate and up-to-date documentation on each case.
11. Train employees on Medicaid billing, OJA billing, and writing effective treatment plans.
12. Review and approve all Outpatient billing and programs notes on a weekly basis.
13. Supervise Anger Management and Parenting Classes.
14. Supervise all Outpatient staff.
14. Oversight of Resource Family Assessments.
15. Attend and assist with planning community development efforts collaborating with various coalitions and other agencies in the catchment area.

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16. Set and maintain outcomes for each program under the umbrella of outpatient counseling.
17. Responsible for completing the required minimum number of training hours per year (24 hours/full-time; 12 hours/part-time).
18. Other duties as required by program needs.

Competencies

1. Demonstrates the ability to develop goals and objectives that assist in measuring progress, strengths, weaknesses, opportunities, threats, and possibilities of managed program(s).
2. Shows ability to promote positive company morale by motivating and encouraging employees. Listens to employee feedback and concerns and resolves any conflicts fairly and consistently in a timely manner.
3. Demonstrates ethical leadership by following policy and procedures and enforcing agency guidelines within the program. Addresses any employee deficiencies with documentation and constructive coaching.
4. Shows ability to assess and develop employees by providing probationary and annual evaluations and implementing strategies to address any areas needing improvement.
5. Demonstrates desire to keep agency mission as a focus in the program. Encourages teamwork and appropriate healthy workplace relationships with staff.
6. Shows the ability to oversee and make decisions on specific program area or task they are managing.

The Clinical Director will receive training and be evaluated based on each of the above competencies. Your signature indicates you have reviewed and understand the job description.

This is a full time 40-hour per week position classified as exempt from the overtime provisions of the Fair Labor Standards Act. Marie Detty Youth and Family Services is an at-will employer. Employment is by mutual consent of the company and employee and either may terminate the relationship at any time, with or without cause or advance notice. This job is contingent upon funding; however, availability of funding is not a guarantee of continued employment, nor does it imply any specific terms of employment.

Employee Print Name

Employee Signature

Date

Supervisor Print Name

Supervisor Signature

Date