



**Job Title:** Director of Clinical Services  
**Department:** Mental Health  
**Reports To:** CEO  
**FLSA Status:** Exempt  
**Prepared Date:** July 2019

### **Primary Purpose of the Job**

The Clinical Director will be responsible for overall agency matters relating to clinical services management. This work includes oversight of the clinical supervision program for master's level interns and trainees, hiring of interns and trainees and ensuring their training and supervision fulfills California State and Field Placement requirements and guidelines. All employees at Hively are required to have Criminal Justice clearance.

### **Essential Duties**

- Oversee implementation, documentation and evaluation of clinical and psycho-educational service programs.
- Coordinate the supervision of pre-licensed clinicians and carry a caseload of their own clients.
- Clinical Management
  - Manage agency's clinical internship program
  - Interview and coordinate orientation of newly hired interns, trainees and licensed clinical staff.
  - Monitor and audit HIPAA compliance within agencies practices.
  - Consult with CEO on potential grant opportunities with a clinical aspect prior to application.
  - Consult with Intake Specialist to monitor and coordinate insurance cases.
  - Consult with Intake Specialist on incoming client assignments and office scheduling.
  - Develop documents and procedures for the implementation of services to our clinical clientele.
  - Attend County meetings as necessary in order to ensure compliance with clinical program goals and objectives; attend BHCS QA clinical documentation trainings as required.
  - Ensure agency maintains updated clinical policies and procedures as required by Alameda County Quality Assurance standards.



- Clinical Supervision
  - Oversee provision of clinical supervision by licensed supervisors
  - Provide on-call consultation to assigned interns, trainees and licensed staff as needed.
  - Provide consistent clinical supervision with assigned interns and trainees.
  - Provide group supervision and schedule trainings for interns and trainees.
  - Monitor and evaluate the field placement criteria of graduate schools that assign trainees.
  - Provide oversight to ensure that the interns and trainees work meet the experience and supervision requirements as defined by the California Board of Behavioral Sciences.
  - Provide consistent psychotherapeutic treatment for clients assigned for counseling in the Hively clinic setting.
  - Maintain case files, case notes and documentation necessary to providing service.
  - Complete procedures necessary for clinical authorization and documentation required by private insurance, EAP and managed care funders.
- Clinical Therapist
  - Provide consistent psychotherapeutic treatment for clients assigned for counseling in the Hively clinic setting.
  - Maintain case files, case notes and documentation necessary to providing service.
  - Complete procedures necessary for clinical authorization and documentation required by private insurance, EAP and managed care funders.

### **Required Knowledge, Skills and Abilities**

- Licensed Marriage and Family Therapist or Licensed Clinical Social Worker.
- Experience in clinical supervision and required supervision training.
- Experience with clinical management in a nonprofit organization.
- Flexibility, resourcefulness, ability to multi-task, and excellent attention to detail.
- Strong communication skills and ability to work with a team.
- Ability to identify opportunities to improve systems and processes.
- Interest in public health, youth development, education or social services preferred
- Ability to critically review and understand complex contract language and requirements
- Strong multi-tasking abilities, attention to detail, cultural competency, a high level of organization and team work skills.
- This position requires reliable transportation in order to attend meetings throughout Alameda County.

### **Physical Requirements**

- Ability to sit at a desk for extended amounts of time
- Ability to stand for extended amounts of time
- Manual dexterity to use a telephone and computer
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone



- Facility to speak in audible tones so that others may understand clearly in normal conversations and over the telephone
- Physical agility to lift and carry up to 20 pounds and to bend, stoop, walk and reach overhead
- Physical agility to push/pull, squat, twist and turn
- Mental acuity to perform the essential functions of this position in an accurate and timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments

Note: *This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Hively adheres to the provisions of ADA regarding reasonable accommodation procedures.*