

EMCMHC Job Description

CLASS TITLE: Director of Clinical Services
DEPARTMENT: Clinical
ACCOUNTABLE TO: CEO
HOURS: 40 per week

FLSA: Exempt
FTE: 1
Wage: \$85,000-\$90,000 / yr. (DOE)

Basic Purpose: Responsible for the overall quality of dual diagnosis capable services through oversight of clinical policy development, programming, quality improvement, and staff competencies.

Clinical:

- Ensures that the most effective treatment approaches are utilized; developing new models of treatment.
- Monitors regulatory and clinical standards; productivity and quality assurance efforts, meet contractual reporting requirements and performance standards.
- Updates, maintains and complies with EMCMHC's policies and procedures as it relates to all clinical program operations.
- Available for crisis consultation as needed. Capable of appropriate independent judgment to determine appropriate course of action in resolving problems and in emergencies.
- Facilitates critical incident reviews and staff debriefings.

Leadership:

- Serves as a member of the Administration Team and works collaboratively to ensure all agency clinical operations are integrated and functioning well.
- Provides leadership for initiatives to improve/maintain a positive work climate that is trauma-informed.
- Provides overall programmatic and clinical oversight to assure consistency and continuity in the provision of services.
- Trains, coaches and mentors direct care staff to achieve established goals.
- Ensures compliance with agency training requirements, for self and staff.
- Oversees certification site visit preparation, and program audit visits and reports.
- Assists with program development as well as ensures compliance with policies and procedures directly related to risk and funding mandates.
- Monitors and helps develop programmatic fiscal budgets.
- Liaison with appropriate mental health departments, community agencies and private practitioners.
- Other administrative duties as assigned.

Qualifications:

- Master's degree in Social Work, or Professional Counseling.
- At least five years of supervisory experience working in a mental health, substance use disorder, or dual diagnosis program and skilled in training, coaching and mentoring multidisciplinary staff.
- Minimum of five years of experience in mental health treatment, substance abuse treatment or related social services experience.
- Must be able to maintain flexible work schedule in accordance with client and program needs.
- Excellent communication skills – interpersonal, verbal, presentation and written (also with ability to meet required standards of documentation).
- Proficiency with Microsoft Office, including Word, Excel and Powerpoint
- Proficiency with Electronic Health Records

Required Licenses and Certifications:

LCSW or LCPC with dual licensure preferred; will be required to obtain Montana Professional Person certification