

Samaritan Counseling Center of W. PA

CLINICAL DIRECTOR POSITION DESCRIPTION

POSITION TITLE: Clinical Director

REPORTS TO: Executive Director

GENERAL DESCRIPTION:

The Clinical Director is hired by the Executive Director to lead and manage clinical services. These include counseling, clinical staffing, case conferences, record-keeping, and staff supervision. The Clinical Director is a member of the leadership team of the Center.

EXAMPLES OF WORK:

Clinical Leadership and Administration

- Maintaining a case load which would result in 15 billable hours per week
- Overseeing the Center's clinical practices and procedures
- Supervising the clinical work and coordinating clinical consultation
- Nurturing relationships with referral sources and related agencies
- Coordinating clinical staff meetings, case conferences, and in-service education
- Assisting the Executive Director in planning and implementing staff development
- Managing the clinical services budget in cooperation with the Executive Director
- Maintaining a working relationship with the consulting psychiatrist(s)
- Working with the Office Manager to insure compliance with EAP/insurance companies
- Recommend new counselors being hired to the Executive Director
- Coordinate with Executive Director the annual reviews for counselors
- Maintain a working relationship with consulting psychiatrist
- Interviewing/supervising practicum/intern students
- Periodic attendance at Board of Directors meetings

Quality Assurance and Utilization Review

- Reviewing charts to maintain compliance with clinical policies and procedures
- Working with Intake Coordinator to assure best assignments for new clients
- Working with administrative staff with updates for EMR and training/supporting newly hired counselors
- Developing and monitoring the Center's quality assurance and utilization review programs
- Relating to Clinical Directors from other Samaritan Centers

Participation on the Center's leadership team as well as in the educational programs

- Attend weekly leadership team meetings
- Representing clinical services on the Center's leadership team
- Keep other members of the leadership team apprised of pertinent clinical issues

EXPERIENCE AND QUALIFICATIONS:

1. Graduation from an accredited college or university with a master's or doctor's degree in pastoral counseling, psychology, social work, marital and family therapy, or equivalent

2. Extensive clinical training and experience, validated by certification or licensure at a senior level by the group(s) corresponding to their fields, including the American Association of Pastoral Counselors (AAPC), American Association for Marriage and Family Therapy (AAMFT), Academy of Clinical Social Workers (ACSW), American Psychological Association (APA) and full state licensure in psychology, marriage and family therapy, social work, professional counseling

3. Ability to meet the requirements for the position of staff therapist at an advanced level

4. Sufficient knowledge and skill in the clinical field to lead others and to guide the Center's clinical program

5. Mastery of a coherent theory and practice of therapy and familiarity with other schools of theory and practice used in the Center

6. Advanced competence in integrating faith and psychology in the practice of therapy and the ability to communicate this knowledge to others

7. Ability to supervise the clinical work of others

8. Ability to work effectively as a peer with seasoned professionals from other disciplines

9. Ability to organize and coordinate staff resources for EAP and healthcare contracts and to do the quality assurance and utilization review work necessary for meeting the requirements

10. Valid driver's license and willingness to periodically travel

TO APPLY:

Send cover letter and resume to cbaughman@samaritancounseling.net