

## Unique People Services Job Description

**Job Title:** Clinical Director  
**Department:** Scattered Site  
**Reports To:** Program Director  
**FLSA Status:** Exempt  
**Prepared By:** Program Dir. & HR Dir.  
**Prepared Date:** 9/16/2016

**SUMMARY:** The Clinical Director provides overall administrative, clinical and supportive supervision to Case Managers and other support staff which promotes professional growth and development. This is in conjunction with ensuring the clinical department meets the program's contract deliverables and that a high quality of services is delivered to its clients.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Ensure adherence to all Federal, State and Local mandates relative to client care and clinical services.
- Review and sign off on set number of clients' case records on a monthly basis mandated by funders.
- Ensure that case management staff obtain timely annual psychosocial assessments, medical providers reports for all clients.
- Schedule, attend and document monthly supervision with all direct reports.
- Conduct monthly departmental staff meeting.
- Ensure that direct reports coordinate in-house case conferences with funder's Case Managers and clients.
- Provide monthly departmental report to Program Director.
- Educate case management staff on therapeutic techniques and provide direction on how to best help clients
- Evaluates and verifies employee's performances through the review of completed work assignments and techniques.
- Identifies staff development and training needs and ensures that training is obtained.
- Conduct general staff meetings and prepare agendas in the absence of the Program Director.
- Maintains records, prepares reports, and composes correspondence relative to the work.
- Works with Program Director to improve the program's operational policies and procedures.
- Participates with clinical staff in mobilizing resources in the community and maintains cooperative working relationships with community agencies, schools, hospitals etc.
- Coordinate case management clients group activities and review agenda and group plan with group facilitator.
- Participates in workshops, meetings, and conferences and serves on internal and external committees.
- Assume active participation in the admission and discharge planning of all clients.
- Assist in securing service agreements with appropriate hospitals, clinics and any other services as deemed necessary to ensure comprehensive client care.
- Serves as a member of the treatment team, working with other disciplines in diagnosing problems,
- Responsible for reviewing case management staff weekly schedules, provide assigned caseload, supervise and evaluate all case management staff.
- Supervise the case management staff with the development and implementation of individualized client service plans.
- Coordinate housing interview schedule with administrative staff of program vacancies for placement of incoming clients.
- Responsible for assisting in the hiring and training of case management staff.
- Establish agency policy and protocol around clinical services and ensure best practices are effectively executed to address client clinical needs.
- Any other responsibilities as deemed necessary and appropriate by the Program Director.

Continued . . .

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. New York State Licensed Social Worker with a Master’s Degree in Social Work (MSW) field with at least two (2) years of supervisory experience in clinical social work setting. Knowledge of services to HIV/AIDS, mental health and substance abuse populations.

Thorough knowledge of training and supervisory techniques. Ability to instruct, direct, and evaluate employees; as well as, plan, direct, integrate and evaluate a clinical program. Ability to make independent clinical judgments. Thorough knowledge of the principles of management, including program planning, staffing. Ability to communicate effectively with others both verbally and in writing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**NOTE:** This job description reflects management’s assignment of essential and secondary functions. It does not prescribe restrict the tasks that may be assigned. Tasks are subject to change at any time due to reasonable accommodation or other reasons.

My signature below indicates that I have reviewed and discussed the job description with my Supervisor.

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE