



Job Description

Job Title: Clinical Director
Department: 2050 Grand Concourse
Reports To: Program Director
Salary: \$70,000
FLSA Status: Exempt
Prepared By: HR Director
Date Prepared: 01/2023

SUMMARY: Responsible for the overall development and implementation of a quality service and delivery plans for residents of 2050 Grand Concourse. Supervise the development and delivery of residents' case plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES (To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and other duties as assigned.)

- Assist Program Director with the daily operations of the program and/or its development as needed.
- Establish and maintain all provider service agreements with appropriate hospitals, clinics, and any other in/out patient services as deemed necessary.
- Establish support and social service linkages to deliver appropriate services to residents as deemed necessary, i.e.: individual/group counseling, pastoral services, etc.
- Identify new untapped community resources.
- Ensure admissions notes for each resident admitted to the program are developed.
- Supervise rehousing/daily living specialists with the development of individualized resident service plans.
- Review charts of all clinical staff regularly, for review of appropriate documentation toward the use of established goals and objectives.
- Represent the Agency and Program at various meetings.
- Directly engage in the recruitment, supervision and performance evaluations of all clinical team members.
- Provide supervision to all clinical staff on a regular basis.
- Provide weekly individual educational and/or clinical sessions with Case Managers.
- Ensure case managers completes and submits required case notes and reports in a timely and concise.
- Ensure case managers conduct intake screenings, behavioral modification intervention meeting and discharge planning.
- Ensure that all federal, state and local mandates relative to resident care and clinical services are accomplished.
- Provide residence staff with relevant education and training.
- Facilitate individual and group counseling to residents.
- Oversee the program admission process; including referral, acceptance/rejection, resident move in and development of case plan.
- Maintain good working relationship with the HASA Case Management Unit and Housing Unit.
- Supervise the timely development of all resident individualized service plans inclusive of medical condition, social supports as authorized by the physician.

- Assume liaison functions between the agency and community service provider.

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- Actively participate in the admission and discharge planning for all residents.
- Provide statistics for the monthly project progress notes to include resident movement, diagnosis, prognosis, census and related clinical services.
- Participate in mandated training programs.
- Available for consultation on an as needed basis. On call during off-hours and weekends.

QUALIFICATIONS:

- NYS Licensed Social Worker with a Master's Degree in social work.
- Minimum of three (3) to five (5) years of clinically based supervisory experience directed to medically involved individuals.
- Strong written and verbal communication skills.
- Proficient computer skills, i.e. Microsoft Suite

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER:

This job description and specifications are not intended and should not be construed to be an exhaustive list of all essential responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current position of Shift Supervisor in this Agency's operation. Management reserves the right to revise the job or require other or different tasks as assigned.

My signature below indicates that I have received, reviewed and fully understand the job description for the Clinical Director. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.

Print Employee Name

Signature

Date

Approved by:	<i>Director, Human Resources</i>
Date Created:	<i>01/2023</i>
Date Reviewed/Revised:	
Date Approved:	