Position: Clinical Director (mental health services)
Status: Exempt
Reports to: Executive Director
Hours: 37.5 hours (8:30 a.m. to 5:00 p.m. may require evenings) Monday-Friday

**At-Will Employment**

You are free to terminate your employment with the Women’s Center-YFS at any time, with or without a reason, and the Women’s Center-YFS has the right to terminate your employment or the employment of others at any time, with or without a reason. Although the Women’s Center-YFS may choose to terminate employment for cause, cause is not required. This is called “at-will” employment.

Most employees at the Women’s Center-YFS are funded by a variety of grants, governmental programs and endowment sources. Continued employment is contingent upon continued receipt of those funds.

**Description:** Responsible for overseeing and developing the Clinical department including hiring, supervision, evaluation and scheduling. Develop, plan and implement strategies for program continuation and growth. Provide clinical training to clinical staff and interns. This position must have a positive and supportive attitude toward the agency and its overall success. This position provides both clinical and personnel supervision of the clinical staff. Must have the ability to think globally, solve problems and have good decision-making skills, including critical thinking skills

**Job Qualifications:**

- Licensed Clinical Social Worker or Licensed Marriage Family Therapist
- Three to five years of progressively responsible non-profit program management experience and staff supervision, including expertise transforming clinical staff into a highly functional team
- Proven experience understanding and demonstrated ability to generate revenues for clinical services
- Experience with Medi-Cal, Victim Witness and other types of client billings
- Experience and confidence identifying and implementing evidence based practices
- Experience working in crisis setting with individuals and families
- Ability to work flexible hours
- Program development, evaluation, solid organizational skills, and public speaking
- Strong written and oral communication skills
• Proficiency in computer skills, especially using Outlook, Word, Excel and customized databases
• Ability to work in and adapt the culture of a multi-cultural, community based organization
• Commitment to maintain confidentiality
• Understanding of the Agency’s mission and culture and the ability to maintain appropriate boundaries with staff and clients in all circumstances
• Employment contingent upon clear fingerprint and criminal history record
• Employment contingent upon successful completion of U.S. Department of Justice Form I-9
• Awareness of and sensitivity to the cultures represented in San Joaquin County.
• Good inter-personal skills, ability to relate well with persons from a variety socioeconomic and cultural groups.
• Ability to lift supplies up to 25 lbs. to waist height.
• Must be able to ascend and descend up to three flights of stairs throughout the course of a normal workday.
• Reliable transportation, valid California Driver’s License with a clear driving record and proof of insurance.
• Carry out other duties as assigned by the Director.

Essential Functions:

• Supervise and oversee all aspects of the clinical department following the agency mission demonstrated by setting departmental goals and objectives. Evaluate existing contract compliance, monitoring and reporting to ensure all goals are being met.
• Project, develop, and monitor revenue and expense budget for fee for service programs that includes private pay, Medi-Cal, EPSDT and Victims of Crime funding. Work effectively with Finance staff to develop an efficient billing system.
• Hiring, supervision, evaluation, scheduling, promotion, corrective action of paid and volunteer personnel (interns) within the department.
• Represent Women’s Center-YFS in the community, corporate and donor environments.
• Develop, plan and implement strategies to manage program growth and ensure self-funding and sustainability of the program. Regularly review and recommend changes in program services to meet client needs with particular emphasis on services for underserved populations, oversight of program evaluation and quality assurance functions for department including assessment of applicable legal and professional requirements and monitoring treatment plans for clients. Ensure contract compliance for department and volunteer personnel within the department. Initiate, implement and monitor compliance with evidence-based practices.
• Work with other members of the management team to assure successful communication and coordination between all Women’s Center-YFS programs, and participate in strategic planning.
• Regularly provide clinical training to clinical services staff and interns.
• Recruitment of clinical interns, conduct outreach and maintain working relationships with graduate schools.
• Must be reliable and consistent with attendance and punctuality to work.
• Represent the Women’s Center-YFS in a professional manner.
• Understand and follow all policies and procedures of the Women’s Center-YFS.
• Must have an attitude of friendliness and be able to communicate with all levels within the Women’s Center-YFS.
• Maintain good working relationships with all Women’s Center-YFS Staff and Volunteers.
• Carry out other duties as assigned by the Director.

The Women’s Center-Youth and Family Services hires and promotes employees regardless of race, color, religion, ancestry, national origin or ancestry, age, gender, sexual orientation, marital status, medical condition or physical handicap or any other characteristic protected by applicable federal, state or local law. The Women’s Center-YFS is an equal opportunity employer. The Women’s Center-YFS strives to be culturally competent, responding respectfully and effectively to people of all cultures, classes, races, ethnic backgrounds and religions in a manner that recognizes, affirms and values the cultural differences and similarities and the worth of individuals, families, and communities and protects and preserves the dignity of each person.

Employee:__________________________________ Date:____________________

Supervisor:__________________________________ Date:____________________