Job Description

Job Title: Clinical Director
Grade: 58
Department: Clinic
Reports To: CEO
Classification: Exempt, Full Time

Summary:
The Clinical Director oversees daily operations and is the primary improvement catalyst for all aspects of the SPBHS Clinic including Medical Support, Clinical Team, and Walk-in Services.

Essential Functions

1. Strategically coordinate effective and efficient service across multiple settings in conjunction with agency leadership.
2. Participates in hiring and provides orientation, supervision, coaching, support, development and training of agency staff.
3. Thorough understanding of State of Alaska Senior Disability Services (SDS) rules and regulations
4. Thorough understanding of State of Alaska Behavioral Health Services (DBH) rules and regulations.
5. Thorough understanding of State and Federal Medicaid and Medicare rules and Regulations.
6. Thorough understanding of Federal HIPAA rules and regulations.
7. Understanding of Electronic Health Record Systems.
8. Provide direct individual clinical supervision for agency staff.
9. Set clinical standards and direction for the agency.
10. Provide clinical coverage as necessary.
11. Assist in creation of quarterly and annual grant reports, statistics, and program reports.
12. Ability to communicate and collaborate effectively with partner agencies/individuals (SDS, DBH, KPBSD, SPH, Homer Police, State Troopers, etc.) to ensure service to clients.
13. Ability to communicate and collaborate effectively with clients and family members to ensure service to clients.
14. Ability to develop and manage a budget, billing expectations, expenses and revenues.
15. Promote advocacy, community education, and public relations in the community regarding SPBHS services.
16. Participate in internal and external work groups, committees, and organizations as necessary.
17. Contributes to the development of organizational policies and procedures.
18. Other duties as assigned.

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

Competencies:

1. Ability to direct, motivate, inspire, and account for staff success.
2. Ability to achieve objectives.
3. Ability to communicate (written and spoken) clearly and effectively.
4. Understanding of Electronic Health Records.
5. Capacity with basic computer skills.
6. Demonstrates a person-centered philosophy that guides service delivery and is communicated to stakeholders in an understandable manner.
7. Utilizes feedback in a positive manner.
8. Creates environments where employees and persons served are actively involved in decisions making processes. Commitment to self-determination, inclusion and full community participation.

Supervisory Responsibility: Responsible for supervising a team of licensed and unlicensed therapists, office and support staff, and medication prescribers.

Work Environment: This position operates in a professional office environment and occasionally in the community.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to communicate with other employees, clients, and/or community members. The employee is regularly required to stand; walk; sit; use a computer and other office equipment. The employee may lift or move objects weighing up to 10lbs. This position has mostly an inside work environment and occasional outside work with exposure to weather conditions.

Position Type and Expected Hours of Work: This is a full-time position. Usual work hours are 40 hours per week, Mon-Fri.
On occasion, duties may require work to be performed after normal business hours, to include evenings, nights, holidays and/or weekends, to support community services or individual client needs.

Travel: Some travel between agency sites and community partners is expected on a weekly basis. Out of area travel on occasion for trainings, conferences, etc.

Required Education and Experience:

1. Master's degree and current State of Alaska licensure in a mental health field such as Social Work, Psychology, Counseling, Social Work, Rehabilitation, or Psychiatric Nursing, or other related field.
2. Four years post licensure experience providing direct service.
3. Two years post licensure experience providing clinical supervision.
4. Current State of Alaska clinical supervisory certificate.

Preferred Education and Experience:

1. Commitment to self-determination, inclusion and full community participation.
2. On-going education and personal development of emerging practices and best practices.
3. Thorough understanding of critical issues in the lives of people with mental illness, substance use disorders, and developmental disabilities.
4. Advocates effectively for individual and collective needs while empowering the effective self-advocacy of persons served.

Additional Eligibility Qualifications:

1. Valid Alaska Driver's License with a clean driving record.
2. Able to successfully complete a criminal background check.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.