



Position Description

Title: Associate Director – Clinical Services		
FLSA Class: Exempt	EEO Category: First/Mid-Level Officials and Managers	WC Class: 8861
Job Title # 230006	Salary Grade:	Licensure: LPC or LCSW
Date Approved: April 3, 2019		
Revision Date:	Job Class: Residential	
Revision:	Purchasing Level: 2	

Purpose of Position

The Associate Director of Clinical Services provides leadership, guidance and oversight to the clinical services team for the residential treatment and education programs, ensuring achievement of targeted goals and outcomes, including obtainment of therapist productivity expectations and effective treatment planning, compliance with Joint Commission and program contracts and Great Circle procedures, standards, and policies. This position directly supervises the Clinical Services Supervisors and other assigned members of the clinical team. The Associate Director of Clinical Services works collaboratively with the Director of Residential Treatment Services in achieving the overall strategic plan goals, annual outcomes, quality indicators, and core competency performance standards for assigned staff. This position reports directly to Great Circle's Director of Residential Treatment Services.

Major Duties (*Essential Element)

- Provides leadership direction, program development and execution of clinical services for the residential and education day treatment programs on the St. Louis Campus*
- Ensures IEP service requirements, therapy productivity and revenue expectations are met and that program expenses are kept within budgetary expectations*
- Provides ongoing clinical supervisor and coaching to therapists; ensuring effective treatment planning and the implementation of evidenced based interventions*

- Responsible for the internal clinical staffing process to ensure the delivery of comprehensive and coordinated care for assigned clients and/or students *
- Ensures that all clinical services maintain high standards of performance and fidelity to established Model of Care and Trauma Informed principles, tenets, and expectations*
- Hires and supervises supervisors, therapists, case managers and other clinical staff. Coaches and develops staff and consistently demands higher performance. Holds staff accountable*
- Works with program and agency leadership to review and update policies and treatment expectations as needed. Monitors program and treatment outcomes, quality assurance, and improvement strategies*
- Ensures the clinical services department are operating in compliance with all Joint Commission standards, Missouri Statutes, and regulations, and Great Circle Policies and Procedures*
- Other duties as needed for the betterment of Great Circle

Competencies

- Leadership – possesses leadership skills and behaviors that contribute to superior performance; effectively manages change, problem solving, decision making, managing work load
- Judgment – ability to make thoughtful decisions in a timely and confident manner
- Execution & Results – ability to adapt to change, effectively cope with the unexpected, systematically problem solve, follow-through and ensure accuracy
- Customer Focus – properly interacts with others, the ability to work independently or with a team, ethically minded
- Motivation & Work Ethic – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner.

Required Education and Experience

- Master's Degree in a clinical service field
- Licensed Professional Counselor (LPC) or Licensed Clinical Social Worker (LCSW)
- A minimum of 6 years professional clinical experience in behavioral health care providing services to children, youth and families
- 5 years of supervisory and administrative experience

Preferred Education and Experience

- Experience working with clients and families in a trauma informed environment

Qualifications

- Strong customer service focus and excellent interpersonal skills
- Strong communication, clinical and supervisory skills
- Strong and demonstrated personal commitment to professional development and growth
- Proven multi-project prioritization abilities
- Excellent reading, oral and written communication skills and understanding English
- Exceptional verbal, written, analytical, communication, and persuasive skills, and the ability to interact effectively with all levels of employees and management
- Proficient in Word, Excel and email applications

Working Conditions

Office environment. Working environment generally favorable.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

Yes

Supervisory Responsibility

Yes

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____ Date: _____

Employee signature: _____