



Position Title: Clinical Director
Supervisor: Executive Director

The Clinical Director is responsible for the management of the clinical services programs and serves on the management team of Safe Passage. The incumbent provides vision and leadership to ensure quality service provision and coordination of services to adult and child clients impacted by sexual violence, dating and domestic violence, and child abuse.

A successful candidate will have the following minimum qualifications:

- Master's Degree in Clinical Social Work, Psychology, Counseling or related field
- Valid South Carolina clinical license with approved supervisor certification (if applicable)
- Three years of administrative supervisory experience
- Five years of clinical experience providing trauma informed care
- Experience working in sexual or domestic violence programs
- Experience and knowledge of direct behavioral health services, including assessment, treatment, and consultation
- Knowledge of diverse modalities of counseling and diagnostic principles
- Knowledge of, and ability to, apply counseling and diagnostic theories and techniques to a full range of diverse client populations as well as co-occurring disorders
- Knowledge of clinical research literature
- Program development, data, and performance management experience
- Belief in a strengths-based approach to human services
- Passion for mission and philosophy of Safe Passage along with the knowledge of company history, culture, identity, and goals
- Ability to build strong teams to meet performance goals
- Excellent oral and written communication skills
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and data management environments

Essential Duties and Responsibilities:

CLIENT SERVICES

- Provide individual and group counseling according to individualized treatment plans and in accordance with professional standards
- Make treatment and social service referrals to appropriate agencies that support client goals
- Create, maintain, and submit accurate records and documents in a timely manner
- Maintain current knowledge of assessment and treatment techniques, criminal justice systems, and community resources using in-service training, seminars, workshops, and publications

SUPERVISION AND SUPPORT

- Manage all members of clinical staff, including hiring and evaluating job performance
- Provide regular individual clinical supervision to therapists
- Provide clinical supervision to non-licensed therapists and clinical interns
- Manage concerns relating to coverage, productivity, customer service skills, and workload expectations
- Provide administrative support, supervision, and consultation to support and broaden staff skill levels
- Provide crisis support to therapists and clients as needed
- Interview, select, and evaluate clinical interns

PROGRAM MANAGEMENT

- Provide management for daily operations of the clinical department
- Develop policies and procedures to ensure quality services for clients and accountability for staff
- Provide ongoing assessment and evaluation of the clinical program to ensure that client needs, agency standards and funding requirements are met
- Maintain documentation, client files, and statistics as required by agency policies and funding sources
- Manage client and outcomes tracking in client database
- Use outcome data to manage staff and program performance
- Monitor trends and make informed decisions regarding service provisions
- Collaborate with administrative staff in grant writing and reporting
- Prioritize the use of best and evidence based practices, including researching programming trends and current practices being used in other jurisdictions.

PLANNING AND COORDINATION

- Participate on the agency's management team
- Conduct regular clinical team meetings
- Work closely with the advocacy, residential and legal teams to coordinate services to clients
- Maintain a working relationship with outside agencies
- Coordinate meetings with other mental health provider programs
- Meet with the Executive Director for regular supervision
- Assist with community presentations, as applicable
- Model the Safe Passage philosophy of client-centeredness, empowerment, and cultural humility

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

Strategic Thinking	Incumbent offers advice and creates plans based on analysis of issues and trends, and how these link to the responsibilities, capabilities, and potential of the organization. Scans an ever-changing, complex environment in anticipation of emerging crises and opportunities. Develops well-informed advice and strategies that are sensitive to the various needs of multiple stakeholders and partners, reflects the strategic direction of the department and position the organization for success.
Judgment	Makes sound decisions; bases decisions on fact rather than emotion; analyzes problems skillfully; uses logic to reach solutions.
Problem Solving	Anticipates problems; sees how a problem and its solution will affect other units; gathers information before making decisions; weighs alternatives against objectives and arrives at reasonable decisions; adapts well to changing priorities, deadlines and directions; works to eliminate all processes which do not add value; is willing to take action, even under pressure, criticism or tight deadlines; takes informed risks; recognizes and accurately evaluates the signs of a problem; analyzes current procedures for possible improvements; notifies supervisor of problems in a timely manner.
Clinical Skills	Maintains an ethical practice (e.g. awareness of ethical standards and conduct); demonstrates strong client relationships and interpersonal skills (e.g. establishes and maintains rapport, accurately perceives and understands clients, and maintains role boundaries); Recognizes diversity, individual difference, and cultural competency in clinical practice; implements appropriate assessment and intervention strategies; demonstrates competency in general clinical

	skills including the understanding of concepts, theory, and empirical foundations for practice.
Supervision and Management	Coordinates the day-to-day operations of the clinical department; supervises a multi-disciplinary staff of clinicians; confers with staff regularly regarding techniques used, case progress, and related matters for the purpose of promoting and evaluating professional development , assuring quality of care, and reviewing work in progress; coordinates the assignment of cases; conducts staff meetings and provides training; schedules staff to provide for clinic coverage; evaluates work performance; assists in disciplinary proceedings; ensures compliance with related federal, state, local, and departmental regulations and policies.
Organization	Able to manage multiple projects; able to determine project urgency in a practical way; uses goals to guide actions; creates detailed action plans; organizes and schedules people and tasks effectively.
Cooperation and Teamwork	Works harmoniously with others to get a job done; responds positively to instructions and procedures; able to work well with staff, co-workers, peers and managers; shares critical information with everyone involved in a project; works effectively on projects that cross functional lines; helps to set a tone of cooperation within the work group and across groups; coordinates own work with others; seeks opinions; values working relationships; when appropriate facilitates discussion before decision-making process is complete.
Quality of Work	Maintains high standards despite pressing deadlines; does work right the first time; corrects own errors; regularly produces accurate, thorough, professional work.
Reliability	Personally responsible; completes work in a timely, consistent manner; works hours necessary to complete assigned work; is regularly present and punctual; arrives prepared for work; is committed to doing the best job possible; keeps commitments.
Support of Diversity	Treats all people with respect; values diverse perspectives; participates in diversity training opportunities; provides a supportive work environment for a multicultural staff; applies the Safe Passage commitment to cultural humility; shows sensitivity to individual differences; treats others fairly without regard to race, sex, color, religion, mental or physical ability, health status, nation of origin, gender identity or expression or sexual orientation; recognizes differences; takes advantage of opportunities to learn and gain by working together; values and encourages unique skills and talents; seeks and considers diverse perspectives and ideas.
Delegation	Delegates work assignments, gives authority to work independently, sets expectations, and monitors delegated activities.
Leadership	Inspires and motivates others to perform well, and accepts feedback from others.
Management Skills	Delivers results by maximizing organizational effectiveness and sustainability. Ensures that people have the support and tools they need and that the department as a whole has the capacity and diversity to meet current and longer-term organizational objectives. Align people, work, and systems with the business strategy to harmonize how they work and what they do. Conscientiously assign performance goals, offer year-round performance feedback, and conduct timely performance discussions and reviews.
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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, communicate and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person

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authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

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