|  |  |
| --- | --- |
| Job Title: | Clinical Director |
| Reports To: | Chief Executive Officer |
| Work Schedule: | Full-Time |
| Level/Salary Range: | Commensurate with experience |

|  |
| --- |
| Fax or Email Application & Cover Letter To: hr@calmwaters.org **Subject Line**: Clinical Director |

|  |
| --- |
| Job Description |
| Summary Reporting directly to the Chief Executive Officer, the Clinical Director holds primary responsibility for the management and oversight of all counseling clinic operations and program services. This role also includes providing leadership, training, and supervision to the full-time, part-time, and contract therapists, and clinical interns.  **Essential Duties & Responsibilities:**  ***Clinical Duties***   * Develop, implement, and maintain efficient processes for all clinic operations to ensure compliance with certification standards set forth by the Oklahoma Department of Mental Health and Substance Abuse Services (OKDMHSAS). * Oversee the clinic’s re-certification process with OKDMHSAS every two (2) years or as required by regulatory updates. * Manage and coordinate clinic operations, including therapist scheduling, client invoicing and payment processing, insurance billing, and therapist credentialing for insurance panels as necessary. * Serve as the primary liaison to active and potential clients, providing clear and professional communication regarding counseling clinic services. * Provide leadership and supervision for clinical staff, including oversight of all staff therapists and up to two (2) Master’s-level Clinical Interns. * Conduct therapy sessions and consultations, with a caseload of up to five (5) direct service hours per week, and ensure timely completion of associated documentation. * Design, coordinate, and facilitate training programs that qualify for Continuing Education Units (CEUs), including content development and delivery in coordination with Program Director. * Provide subject matter expertise to assist with the organization’s program, development and communications initiatives. * Establish and manage partnerships with universities to support clinical internship programs and foster academic collaborations.   ***Administrative Duties***   * Provide strategic leadership and oversight for the clinical team, ensuring continuous quality assurance and process improvements. * Conduct comprehensive annual performance evaluations for all clinical staff to support professional development and performance alignment. * Collaborate on departmental financial planning, contributing to the development of the annual budget and preparation of monthly reports on revenue, client volume, and program trends. * Monitor and manage the program budget to ensure alignment with organizational goals, financial objectives, and expense controls. * Support the execution of organizational goals by actively participating in and adhering to the timelines outlined in the Calm Waters Strategic Plan. * Engage in organizational communication and collaboration by attending staff meetings, team member sessions, and program committee meetings as scheduled. * Undertake additional responsibilities as delegated by the Chief Executive Officer to support organizational needs and priorities.  Additional skills and abilities required  * Demonstrate excellent verbal and written communication and presentation skills * Must be an innovative self-starter searching for ways to simplify processes and enhance programming * Must be able to develop and manage program budgets * Demonstrate leadership abilities and the ability to provide and utilize reflective supervision * Ability to work as a cooperative and supportive team member * Ability and willingness to assist in all development and marketing events * Ability to exercise discretion in handling confidential information and materials * Ability to communicate effectively and respectfully with peers, volunteers and other stakeholders  Education and/or Experience Master’s Degree in Psychology, Counseling, Social Work, Marital and Family Therapy, or a related field.  Licensed by Oklahoma Behavioral Health as a LCSW, LPC or LMFT with a minimum of five (5) years experience. Additional job requirements Clearance of background check.  A strong clinical understanding of research based, clinical interventions specific to grieving adults, children and families.  Experience in medical/insurance billing and credentialing. |