

MARINERS INN

Title:	Clinical Director	Effective Date: 02/01/1999
Classification:	Salary Exempt	
Status:	Fulltime	
Reports To:	Chief Operations Officer (COO)	Reviewed Date: 7/1/13, 3/5/15 6/2017
Supervises:	16	Revised: 07/01/2013, 07/25/2016, 12/6/2016, 6/2017

RESPONSIBILITIES:

- Assumes responsibility for maintaining the clinical supervision of the substance abuse counseling staff, intake counselor, therapists, vocational counselors, art therapist, GED instructor, case managers and internship students.
- Responsible for maintaining and improving the core substance abuse counseling curriculum, program development, and facilitation of special events designed to improve client wellness.
- Facilitate monthly staff meetings, individual and group supervision.
- Work with CFO and COO to create program budget and manage monthly program expenditures
- Review and approve PTO and timesheets for all supervised staff
- Assumes overall responsibility for maintaining the client census within the residential, outpatient and recovery housing programs at a level adequate to recoup fee for services.
- Assumes responsibility for assuring that the program is in substantial compliance with CARF licensing and accreditation standards, as well as other funding source requirements.
- Responsible for overseeing Case Conferences, client reviews, and chart reviews necessary for record compliance and client progress.
- Manage information and forms in FYIDB (electronic health records)
- Makes reports to the Chief Operations Officer and various funding sources on a regularly assigned basis in all areas of clinical operations.
- Maintain staff efficiency by scheduling workshops and training opportunities necessary for professional growth and development of all clinical staff.
- Develops program objectives annually in line with agency objectives and reports progress of these objectives at assigned intervals.
- Work with the Chief Operations Officer to maintain the highest standards of professional and ethical character within the program.
- Participate in the creation of plans designed to improve the condition of the client population as well as participate in programs that will improve program efficiency.
- Ensures that authorization techniques and documentation performed by clinical staff is appropriate for the billing process to ensure payment for services rendered.
- All other duties as assigned by the Chief Operations Officer.
- Ability to lift 15-20 lbs.
- Ability to stare at computer for hours at a time.

QUALIFICATIONS:

- Master's degree in human service related field with at least five years experience in administration with demonstrated supervisory skills preferred.
- A minimum of five years experience in the provision of rehabilitative or social work services to individuals, families, and groups in a health/mental health setting and considerable experience in working with the homeless and dually-diagnosed populations.
- ***Possess a Certified Advanced Alcohol and Drug Counselor (CAADC) Credential***

Management – Clinical Director

- ***Possess a Certified Clinical Supervisor (CCS) Credential***
- Ability to communicate clearly and concisely with co-workers, clients, and the community in oral presentations and reports.
- Ability to establish and maintain harmonious working relationships with fellow workers, clients, and general public.
- Ability to walk around frequently to observe client interactions and to intervene in crisis situations if necessary.
- Ability to meet the physical, mental, and visual standards of the job.

This description is intended to describe the type of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

Signature

Date

How to apply:

Cover Letter and Resume should be emailed to humanresources@marinersinn.org by July 31, 2017. No hard copies via mail and/or faxed. Email attached materials only! Please Type position applying for in the subject line.