

RESIDENTIAL CLINICAL DIRECTOR

DEFINITION: Under general direction, performs managerial and professional work of considerable difficulty in the development, implementation and management of residential treatment programs for specified patient care; formulates and implements patient care and therapy policies and procedures; directs and coordinates the day-to-day management of residential care and administrative support staff; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbent of this class.

TASKS:

Directs, coordinates, and oversees all residential treatment programs and administrative operations and activities using a multi-disciplinary team approach; develops, implements and maintains patient care and therapeutic standards and procedures which supports native healing practices, ensuring that all state and federal policies, regulations and guidelines for patient care are met; develops, implements and modifies treatment protocols and clinical procedures in accordance with clinical objectives and standards; develops, evaluates and modifies rehabilitative therapy programs as required.

Establishes and coordinates quality improvement, safety and infection control programs; establishes and implements departmental goals, objectives, policies and operating procedures; develops standards for research, data collection and data analysis; monitors and evaluates program effectiveness and makes changes required for improvement; develops and maintains clinical case management system; assigns and monitors clinical caseloads; provides clinical consultation, collaborates with subcontractors in developing and implementing clinical services.

Directs and coordinates all residential treatment training and in-service activities; develops and manages annual budgets, modifications, resolutions, and grant proposals; completes contract applications and similar documents to obtain funding; prepares required reports; designs, establishes and maintains an organizational structure and staffing to effectively accomplish the organization's goals and objectives; recruits, selects, trains, supervises and evaluates staff and makes recommendations for personnel actions; conducts staff meetings, clinical evaluation activities as appropriate; represents department at clinical meetings and discussions.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of clinical protocol, procedures and standards.

Knowledge of current principles, concepts and approaches within area of therapeutic expertise.

Knowledge of the principles and practices of psychiatry, social work, clinical therapy, psychology, and the rehabilitative therapies.

Knowledge of the principles and procedures of clinical research.

Knowledge of the traditional behavioral techniques used in diagnosing patient problems.

Knowledge of contracts and grants preparation and management.

Skill in interacting with patients from various social, economic, cultural, spiritual and psychological backgrounds.

Skill in verbal and oral communications.

Skill in establishing cooperative work relationships with those contacted in the course of work.

Skill in budget preparation and fiscal management.

Skill in the use of computers.

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Ability to supervise and train clinical professionals in area of expertise, including organizing, prioritizing and scheduling work assignments.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort interacting with patients in an office setting.

MINIMUM QUALIFICATIONS: A Master's degree in Health Service Administration, Behavioral Science, Psychology, Social Work or a closely related field; and five (5) years managerial and supervisory experience in a substance abuse treatment center; two (2) years of which must have been in a clinical setting.

SPECIAL REQUIREMENTS: Must possess a valid state or national license or certification in one of the following: a Licensed Independent Social Worker (LISW), a Certified Professional Counselor, a Certified Marriage and Family Therapist, or equivalent licensure in other clinical discipline as required by the specific program. Must obtain and pass a criminal background investigation prior to appointment.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.