

CLINICAL DIRECTOR

DEFINITION: Under general direction, performs professional work of unusual difficulty in providing supervision, consultation and management of professional mental health clinical staff, as an independent licensed provider; workload consists of clinical activities involving assessment, diagnosis, intervention and consultation requiring independent decision making and judgment; provides professional leadership, management and development of mental health services for Navajo children and families; 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 incumbents of this class.

TASKS:

Directs, coordinates and oversees the administration of clinical staff; plans, develops and implements comprehensive clinical treatment programs and clinical care services by incorporating psychological, indigenous and native treatment modalities and methodologies; provides guidance and assistance to therapeutic staff; provides crisis management consultation; schedules and conducts treatment plan meetings; develops and implements clinical standards of care for mental health; establishes and coordinates quality improvement; prepares and coordinates the completion of clinical reports and related required forms; develops, implements and maintains policies, objectives, short and long range planning; facilitates project planning and evaluation of clinical services.

Assigns and evaluates clinical staff caseload and standards; assists in resolving group or individual conflicts; ensures that professional staff obtain and maintain licensure, as required; keeps current on clinical knowledge and supervisory skills by reading professional literature and attending in-service training and other conferences; responsible for the supervision and review of client case records, recordkeeping and statistics to ensure compliance with funding source requirements; provides quality assurance for all case records and makes corrective action; completes quality assurance by reviewing treatment plans, discharge summaries and progress reports; formulates and implements client care policies and procedures.

Develops and implements standards for research, data collection and analysis of services provided; prepares complex clinical and/or required reports; identifies staffing levels and employee development requirements; establishes performance criteria; conducts performance appraisals; develops and administers clinical service needs budget, modifications, resolutions and grant proposals; enforces adherence with tribal, state, federal laws, policies, regulations and procedures; coordinates services with other departments, schools, communities and the public; plans and facilitates community partnering, outreach and education programs and activities.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of clinical programs, methods, procedures and standards within area of expertise.
Knowledge of philosophy, methodology and procedures of treatment and clinical operations.
Knowledge of all facets of professional client care within areas of expertise.
Knowledge of case management.
Knowledge of intervention and therapeutic techniques.
Knowledge of management practices and principles, strategic and budget planning.
Skill in organizing resources and establishing priorities.
Skill in developing and implementing therapeutic techniques.
Skill in establishing cooperative work relationships with those contacted in the course of work.

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Skill in establishing and maintaining confidential records.

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

Ability to provide clinical supervision.

Ability to work effectively with a wide range of constituencies in a diverse community.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting. Involves extensive travel.

MINIMUM QUALIFICATIONS:

- A Master's degree in Clinical Social Work, Counseling, Psychology, Art Therapy or Addictions; and six (6) years of clinical experience, two (2) years of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- A Doctorate degree in Clinical Social Work, Counseling, Behavioral Health, Psychiatric Nursing, Addictions or Art Therapy.
- Six (6) years of clinical supervisory and management experience in a behavioral health field.
- Independent Behavioral Health License.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid State Licensure as a Licensed Independent Social Worker, a Licensed Marriage and Family Therapist or a Licensed Psychologist or a Licensed Professional Clinical Mental Health Counselor.

Supplemental Requirements:

Incumbent must obtain a Cardiopulmonary Resuscitation (CPR) and First Aid Certificate within 90 days of date of hire.

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.