

Title of Position: Manager of Clinical Services

Reports to: Director of Programs and Training

Supervises: Clinical and Chemical Dependency Counselors
 Licensed Professional Counselors
 Admissions Coordinator
 Clinical Interns, Students

Status: Exempt

All employees are expected to support the mission of The Women’s Home “to help women in crisis regain their self-esteem and dignity, empowering them to return to society as productive, self-sufficient individuals”. This is accomplished in many practical ways and by expressing in everyday work behavior our core values: Dignity – Respect for the worth of every person; Integrity – Honesty, justice, consistency and ethical practice in all relationships; Inclusiveness – Diversity in those we serve, our staff and leadership; Stewardship – Wise use of talents and resources in the service of others; and Wholistic Growth – Empowering individuals to adapt creatively to changes in life. Through honoring these core values we seek to work harmoniously with staff, clients, donors, and the community by maintaining emotional control and diplomacy during all interactions and by communicating verbally and non-verbally in an articulate and professional manner.

Position Summary: This position is responsible for the oversight and development of clinical services including individual and group therapy, psychiatric and nursing services, substance abuse treatment, and those persons providing services in these areas to ensure high quality, efficient and effective delivery of treatment to clients engaged in the agency’s WholeLife program. The person in this position will provide some direct services to maintain first-hand engagement in the client and programmatic process to more effectively provide insight and perspective to the long-term goals and objectives established by the agency.

Program Administration

- Sign clinical notes as necessary
- Ensure that all documentation is completed according to licensing requirements
- Recommend new and/or revised clinical programming as indicated by client needs
- Recommend and implement miscellaneous program changes as indicated by client needs
- Facilitate weekly multidisciplinary meetings
- Attend other meetings as required
- Hire and train clinical staff
- Hire and train Admissions Coordinator
- Conduct staff evaluations as required

Clinical Intern Program Administration

- Interview all potential clinical interns
- Develop and maintain relationships with universities
- Orient and train new interns
- Create and maintain intern schedules/assignments
- Ensure that appropriate clinical supervision is provided to interns in all agency locations
- Ensure that interns do not take on staff responsibilities
- Sign off on all intern notes as QCC

Therapeutic Services Administration

- Assign clients to individual therapist and therapy groups appropriate for the client upon admission
- Coordinate psychiatric services with Baylor supervising psychiatrist and assigned psychiatric resident
- Facilitate clinical staff meetings
- Recommend specialty groups and different therapeutic modalities as needed
- Coordinate group supervisory services
- Co-facilitate process group with psychiatric resident
- Provide some individual psychotherapy and groups to clients
- Coordinate and provide oversight to interns assigned to groups and individual treatment
- Oversee and coordinate provision of nursing services from UT School of Nursing

Qualifications

- Masters Degree in Social Work, Psychology or related mental health field
- Three to five years clinical experience
- License/Certification in appropriate field; Supervisory license preferred
- Supervisory and program development experience preferred
- Person in this position must be able to sit and stand for long periods; use a computer keyboard and monitor for long periods; and be able to lift and carry 20 lbs.

I have received and reviewed my job description and I understand my job responsibilities. I further understand I am responsible for other tasks not listed in the job description but necessary to meet my job responsibilities.

Employee Signature

Date