

INSTITUTE FOR HUMAN RESOURCES

Job Title: Assistant Clinical Director

Supervised by: Clinical Director

Supervises: May vary

Employment Status: Full time, Exempt

Hours: Scheduled to work 40 hours per week at IHR. Evening hours are possible. A flex day is not guaranteed. Available for clinical consultation at all times.

Qualifications:

EDUCATION: Masters Degree in Social Science with a license or related field

EXPERIENCE: Minimum of clinical practice experience, supervisory experience a plus.

SKILLS:

- Must be able to develop a therapeutic relationship with clients
- Must be able to train and supervise staff/interns as needed
- Must be able to evaluate client's clinical level of need and direct the appropriate level of intervention.
- Must be sensitive to cultural diversity
- Must be familiar with psychotropic medications and their side effects.
- Must be a QMHP with a professional license
- Must maintain professional relationships with other community agencies.
- Must be able to maintain professionalism at all times.
- Must be able to work with agency Psychiatric department at all times.
- Must be able to perform Crisis interventions as assigned and share responsibilities of the on call supervisor for crisis-nights and weekends required.

OTHER:

- Must have access to a cell phone; must own a dependable vehicle which is insured; must possess a valid Illinois driver's license.

A. CLINICAL RESPONSIBILITIES

- 1) Provide outpatient therapy for individuals, couples, families, and groups, being sensitive to the diverse needs of various clients.
- 2) Responsible for being on-call on a rotating basis with other professional staff.
- 3) Responsible for assessing and treatment planning with a variety of clients, as well as completing psychiatric referrals.
- 4) Willing to provide clinical consultation to any staff at any time on an as needed basis.
- 5) Consult and make appropriate referrals with various community agencies on behalf of a client as needed. Collaborate and communicate with outside referral sources.
- 6) Display an ability to adapt with various clientele and issues.
- 7) Maintain knowledge of crisis material and resources available. Have knowledge of SASS program and the components of the program.
- 8) Maintain client records in accordance with Illinois regulators, CARF standards, DCFS standards, various insurances, 708, and IHR standards.
- 9) Contact notes for all billable services need to be completed within one week from the time of service.
- 10) Must understand various billing codes and learn what is needed to guide staff with questions in regards to billing, rules, and proper documentation.
- 11) Must show strong, assertive, and fair leadership skills.
- 12) Must be competent in using various computer programs.
- 13) Willingness to be on community committees, attend meetings, and be engaged with others in and outside the agency.
- 14) Will be a part of audits, quality and utilization reviews of documentation and paperwork, as well as set an example for proper agency practices/policies and procedures.

B. SAFETY

- 1) Will work to insure the safety of staff and clients.
- 2) Will cooperate with the Safety Committee in insuring a safe environment for staff and clients at IHR.
- 3) Will document any unusual incidents and forward to the attention of the Executive Director.

C. TRAINING

- 1) Will provide training to interns and to other staff on an individual and group basis.
- 2) Will share information from conferences attended at all staff meetings.
- 3) Will keep current in continuing education requirements of given profession.
- 4) Offer training to community groups as requested.

D. OTHER RESPONSIBILITIES

- 1) Maintain productivity specific to Job Requirement.
- 2) Follow Policies and Procedures.
- 3) Support Agency Goals and Values.
- 4) Assign crisis to appropriate staff as needed.
- 5) Maintain Corporate Compliance requirements.
- 6) Other Duties as assigned.