

YWCA of Annapolis & Anne Arundel County

Job Title: Clinical Director	Job Code: TBD
Department: Clinical	Job Grade: TBD
Revision Date: 5/1/2023	Fair Labor Standards Act (FLSA): Exempt

Position Overview

Working under the supervision of the Chief Operating Officer (COO), the Clinical Director is responsible for the complete programmatic oversight and operation of the Clinical Department including therapy, abuse intervention programming, support groups, and clinical direction across programs. The Clinical Director ensures quality programming with attention to delivery of appropriate clinical supports, adherence to accurate programmatic reporting requirements, and fiscal viability.

The Clinical Director directly supervises the Intervention Services Coordinator, Therapists, Interns and/or Volunteers.

While many position responsibilities are outlined, it is understood that specific directives may be provided as they pertain to the effective and efficient operation of the organization.

Essential Job Functions

1. Professional & Supervisory:

- Outline and maintain regular supervision and team meeting schedule;
- Provide regular feedback surrounding expectations and development goals; Document staff policies and personnel actions;
- Train staff and hold accountable for accurate and timely submission of all client documentation and statistical data;
- Complete annual performance reviews for each staff person with development goals and salary suggestion;
- Collaborate with COO to identify and arrange two (2) staff training sessions per year.
- Consult and regularly participate in management team meetings with agency program leads.
- Provide therapy services to clients affected by domestic violence, sexual assault, and/or trafficking.
- Ensure successful programmatic and fiscal oversight of Abuse Intervention Program with insight and direction from the Intervention Services Coordinator.

2. Quality Assurance

- Complete, with accuracy, funding and reporting requirements;
- Monitor Therapist productivity for direct service hours;
- Conduct monthly quality assurance file audits to ensure appropriate content and quality of client files;
- Maintain regular documentation of client success stories;

- Remain cognizant of emerging trends/needs/best practices in the DV/SA community;
- Work with staff to complete client safety plans for all victims;
- Ensure clinical department is accurately & efficiently using agency electronic database(s), scheduling systems, etc.;
- Track client survey submission and response, including recidivism rates;

3. Fiscal Oversight:

- Monitor department spending and adjust programming accordingly;
- Outline programmatic budget; work with COO & CFO for approval;
- Identify program needs and present recommended action to supervisor;
- Complete grant renewal applications;
- Maintain regular contact and relationship with funders (as appropriate);
- Ensure total program expense is covered by grantor/foundation support;
- Complete funder and programmatic reports;
- Write, submit, and monitor grant proposals in support of the department including identifying new funding streams;

4. Administration

- Track staff/volunteer hours and approve timesheets;
- Assist with community outreach programs and Board presentations, as needed;
- Attend community meetings, as required;
- Ensure accurate fee setting, collection, and review.

Requirements

- Master's degree required in social work, human services, or related field;
- Board approved supervisor with Maryland Board of Social Work Examiners; LCSW-C license preferred
- 5 years of progressive supervisory experience in human services setting - preferred;
- Proven success in grant writing;
- Excellent communication and organizational skills;
- Proficient computer skills in Microsoft Outlook, Word and Excel;
- Ability to bend and lift 40 pounds;
- Availability of a vehicle and a current driver's license;
- Scheduling flexibility; some evening hours may be required;
- Clear background check

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>

Signature_____