



POSITION: Clinical Director (LCSW)
DEPARTMENT: Behavioral Health
REPORTS TO: Chief Executive Officer
PHI LEVEL: 3 (Editing Access-Modify/Edit)
FTE: 100% Full Time
STATUS: Salaried, Exempt

Position Summary:

The Clinical Director will provide administrative and clinical supervision of the Behavioral Health Department operations; review cases, monitor and certify appropriate levels of care throughout entire continuity of care, according to behavioral health policies and procedures. Provides culturally competent clinical services including diagnostic evaluations and therapy, which are consistent with accepted standards of clinical practice and and/or case management services for individuals, couples, and/or families.

Duties & Responsibilities:

Administrative

1. Collaborate with BH Program Manager to monitor compliance with all Behavioral Health contracts, memorandums of understanding and grants with local, state and federal funding agencies, including maintenance of staffing pattern, budgets, policies and procedure manuals, grant renewals and reporting requirements as directed by the executive director; or fiscal officer
2. Participate in the design and implementation of outcome measures for quality of care for each service in the BH Department.
3. Coordinate quarterly Peer Review process; report to CEO
4. Oversee the daily assignment of cases and provide direct case coverage/ supervision as needed.
5. Oversee clinical aspects of new staff, and work with Human Resources Manager and Behavioral Health Program Manager to coordinate orientation and training activities.
6. Meet regularly with the Behavioral Health Program Manager and Chief Executive Officer, to provide feedback regarding individual and team performance. Provide feedback for use in clinical supervision and Performance Reviews.
7. Writes, edits and proofreads grant reports obtaining approval from the CEO & CFO before transmitting reports to corporate, foundation and governmental funders.
8. Completes task on time or notifies appropriate person with an alternative plan while adhering to report deadlines.
9. Uses time efficiently to keep commitment while prioritizing and planning work activities.

Clinical

10. Comply with IHS Productivity Standards [see Department Policies for details];
11. Maintain confidentiality of records relating to clients' treatment.
12. Prepare and maintain all required treatment records and reports, including but not limited to intake, biopsychosocial assessment, treatment plan, treatment summaries, discharge summaries, data collection forms, and billing forms.
13. Comply with Client charting and billing completion timeliness requirements [see Department Policies for details].
14. Input progress notes and information related to patient treatment using an electronic patient management/health record system.

15. Counsel clients and patients to assist in overcoming dependencies, adjusting to life, and making changes.
16. Collect information about clients through clinical interviews, case history, observation, and psychological tests.
17. Act as client advocates in order to coordinate required services or to resolve emergency problems in crisis situations.
18. Develop and implement treatment plans based on clinical experience and knowledge.
19. Collaborate with other providers in a multi-disciplinary approach to perform clinical assessments and assist in implementing treatment plans.

Knowledge, Skills and Abilities

1. Knowledge of and ability to apply mental health principles, diagnostic procedures for diagnosis and treatment; and various modalities of psychotherapy and counseling.
2. Knowledge of psychological test administration, scoring, and interpretation.
3. Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; and the assessment and treatment of behavioral and affective disorders.
4. Ability to provide comprehensive case management.
5. Knowledge of crisis intervention techniques.
6. Ability to maintain emotional stability to cope with human suffering, emergencies, and other stresses.
7. Knowledge of legal and ethical issues related to patients' rights.
8. Knowledge of community mental health resources.
9. Ability to collaborate in developing and implementing outcome measures for all services in the BH Department.

Minimum Qualifications :

- Master's degree from an accredited college or university in counseling, marriage and family therapy, psychology, social work or closely related academic field.
- Two years of full-time post-master's degree direct clinical work experience in an appropriate treatment field (child abuse, mental health, victim counseling, and/or substance abuse) indicating full competency in clinical diagnostic assessment skills, and in developing and reviewing individualized treatment plans.
- Licensed in the State of California as a Licensed Clinical Social Worker.
- Proof of current National Provider Identification Number (Preferred)
- Must successfully complete the provider credentialing process in accordance with National Accreditation requirements.
- Ability to work with Native American practitioners and knowledge of various tribal beliefs and practices.
- Familiarity with the psychosocial issues within the Sacramento American Indian community.
- Demonstrate cooperative behavior with supervisors, subordinates, colleagues, and clients.
- Compliance with all state and federal laws and regulations, as they pertain to position including; HIPAA, sexual harassment, Scope of Practice, OSHA etc.
- Understands and promotes the mission, vision, and values of the health center both in the work place and in the community.
- This position may be grant funded, continued employment is contingent upon renewed or additional funding and may be discontinued at the close of the grant cycle. Grant funding for any position does not impart any contractual right, either expressed or implied, to remain in Sacramento Native American Health Center, Inc.'s employment for a specific period of time. Grant funding does not affect the Sacramento Native American Health Center, Inc.'s status as an "at will" employer.

Preference in hiring is given to qualified Native Americans in accordance with the **Indian Preference Act** (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.

EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian Preference, all candidates will receive equal consideration without regard to race, color, age, gender, religion, sexual orientation, national origin, medical condition or physical or mental disability, genetic characteristic, pregnancy, marital status, veterans status, or other non-merit factors.

Note to Applicants: *Please be advised that you may be asked to get a Department of Justice Fingerprinting clearance as a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at SNAHC.*

Applicants and employees may request an accommodation of a physical or mental disability at any time in the application process or during employment.

By signing below, I do hereby acknowledge and agree to the following statements:

- ✓ I have read the above job description and verify that I am qualified to perform the job responsibilities and duties as outlined in the Minimum Qualifications and Duties and Responsibilities sections.
- ✓ I have received a copy of this job description and understand it
- ✓ I accept the responsibilities listed and I agree to perform the duties listed on this job description to the best of my ability

Employee Signature

Date

I have read the above job description and verify that the job duties and responsibilities are reflective of the needs of this position and that the minimum qualifications accurately portray the necessary qualifications for an applicant filling this position:

Supervisor Signature

Date