

## Clinical Director

### **Mission Statement:**

Humanidad's mission is to strengthen the lives of the Latinx community by increasing access and utilization of community mental health resources. We transcend barriers and reduce stigma by providing culturally proficient therapist training, inclusive community education, and bilingual therapy services.

### **Core Values**

**Compassion** – We serve our community with commitment and dedication.

**Culture** – We respect and honor all cultures.

**Integrity** – We take great pride in providing high quality services.

**Heart-Driven** – We do the work because we love the work.

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**Hours:** 32 hours per week

**Reports to:** Executive Director

**Compensation:** \$40 to \$50 per hour DOE

**Location:** Main Office

**Exempt:** No

**Date:** 08/2023

### **Benefits:**

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Employee Assistance Program (EAP)
- Vacation time
- Sick Time
- Holidays paid
- CalSavers

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**Description of the position:** In this role, the Clinical Director will manage and organize all activities in a clinical department. These include overseeing the department's compliance with legal policies, guidelines, and standards. Ensure the training program has sufficient and qualified personnel and ensure all medical records and other documentation are current and within state and federal laws.

### **Essential Duties & Responsibilities:**

- Under the direction of the *Executive Director*, manage all strategic and day-to-day clinical aspects of our agency.
- Provide leadership to drive continuous improvement across key performance indicators, developing the procedures and policy manual of the clinical department. Including access to care, client satisfaction, clinical outcomes, and cost management
- Working in Partnership with Clinical Supervisors, managing a team of clinical support staff, Associate and Trainee MFT, ASW, APCC; serving as both a manager and a mentor to drive excellent staff performance.
- Working in partnership with the Executive Director and Clinical Supervisors, foster a culture of collaboration, open communication, and mutual respect among all agency staff.
- Develop/manage systems to ensure medical records and documentation in all programs meets the requirements of all applicable HIPPA compliance standards and regulations as well as service tracking for monthly invoicing. These include managed mental health care contracts, FYC-CPS, Victim Compensation, and other grant contractual agreements.

- Develop systems to ensure quality control of all electronic health records and clinical procedures.
- Develop and maintain weekly meetings with the clinical supervisor team: for scheduling, and ensuring effective use of resources to achieve high productivity of trainees while maintaining excellent staff and client satisfaction.
- Support and supervise onsite, school-based services and community-based therapy contracts.
- Prepare and deliver written and oral reports as needed.
- Perform quarterly and annual employee reviews and provide feedback on their performance to help motivate their dedication to their professional goals.
- Serve as a representative for the agency for the outreach of programs, community organizations, and local partners.
- Model respectful, caring, tolerant, ethical, and empowering relationships with all individuals served and employed.
- Other duties as assigned.

**Requirements, Qualifications, Skills & Abilities**

- Have 10+ years of clinical experience, preferably in the non-profit sector for counseling, with at least 5 years of experience managing a team.
- Possession of a California license in at least one of the following; Clinical Psychology; Clinical Social Worker; or Marriage Family Therapist Bilingual in English and Spanish with strong bicultural sensitivity.
- Self-driven; able to prioritize various work-streams and manage upward to seek input from executive leadership when appropriate
- Highly developed communication skills, including conflict mediation and the ability to tailor communication styles for various audiences, from the agency to community members, and coordinate these with outreach efforts.
- Excellent strategic thinking and problem-solving skills, including the ability to use data to inform actions.
- Experience working with clients of diverse cultures and backgrounds and with underserved and/or isolated communities.
- Familiarity with Quality Assurance processes.
- Proficient with technology, including Google Workspace, Microsoft Office, Excel, and Theranest Electronic Health Record.
- Excellent interpersonal and communication skills.

**Physical Demands:**

The employee is frequently required to walk; use hands to finger, handle, or feel; and reach forward with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 25 pounds.

Humanidad Therapy is an Equal Opportunity Employer

**To apply:**

Send us your Cover Letter and Resume to [office\\_admin@humanidadtherapy.org](mailto:office_admin@humanidadtherapy.org) and type the position in the subject line.

Humanidad's web site:

<https://srosahtes.org/>

