



HUMANIDAD
Therapy & Education Services
HUMANIDADTHERAPY.ORG

Clinical Director

Job Description

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.

Hours: Part- time with potential for Full Time (20 hour)

Reports to: Executive Director

Compensation: \$40 - \$50 Based on experience

Location: Hybrid Remote and on site

Exempt: No

Date: 07/2024

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 ensuring all medical records and other documentation are current and within state and federal laws.

Essential Duties & Responsibilities:

- Provide leadership to drive continuous improvement across key performance indicators, following up on procedures and policy manuals of the clinical department. Including access to care, client satisfaction, clinical outcomes, and cost management
- Working in Partnership with *Lead Clinical Supervisor*, manage 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 Lead Clinical Supervisor, 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 regulations.
- Develop systems to ensure quality control of all electronic health records and clinical procedures.
- Develop and maintain monthly meeting with clinical supervisor team: for scheduling, ensuring effective use of resources to achieve high productivity of trainees while maintaining an excellent staff and client satisfaction
- Support and supervise clinical aspects of onsite school-based services and community-based contracts.



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- 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 professional goals
- Serve as a representative for the agency for 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.
- Ideal applicant will be bilingual in English and Spanish with strong bicultural sensitivity
- Highly developed communication skills, including conflict mediation and the ability to tailor communication styles for various audiences, from the agency to community members and coordinating these with outreach efforts.
- Excellent strategic thinking and problem-solving skills, including the ability to use data to inform actions, and technical quality improvement efforts.
- 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 MS office, excel, smartphones, Electronic Health Records.

Benefits:

- Competitive benefits package including Medical, Vision, Dental and Life insurance
- Paid Vacation, Sick Leave and some Holidays.
- Opportunity to grow with a growing agency

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work environment

Work office setting.

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 may frequently lift and/or move up to 25 pounds.



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We are an Equal Opportunity Employer that is committed to inclusion and diversity. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other legally protected characteristics.

The employee is expected to adhere to all company policies while employed.

Please submit your resume and cover letter by emailing it to
cperez@humanidadtherapy.org and ccendejas@humanidadtherapy.org
