



Job Description

Position: Clinical Director

Department: Division of Health and Human Development - Family Counseling Center (LFCC)

LFCC Program(s): Outpatient Services, Family Stabilization Services, Parent Mentor, Boston Healthy Start Initiative, Adolescent Psycho-Educational Groups, and other special projects.

Reports to: Executive Director **Hours:** PT to FT **Salary Range:** Negotiable

Job Responsibilities:

- Collaborate with Program Supervisor on the development of all programs.
- Recruitment, training, and clinical supervision of LFCC staff.
- Manage and operate outpatient clinic, including own caseload.
- Provide 24/7 emergency response backup and supervision
- Identify and implement clinical evaluation/assessment tools for LFCC programs.
- Review, evaluate, and update policies and procedures at LFCC.
- Collect monthly statistics and complete reporting for all funders.
- Create and evaluate specialized clinical treatment models and outcome measures for programs.
- Responsible for new proposals, grant writing, fundraising, and outreach of all department programs.
- Work with development department on program development focused on community mental health.
- Plan, organize, and facilitate ongoing in-service staff trainings for all LFCC staff.
- Actively promote and maintain communication with contracting and referring agencies.
- Oversee department budget, expenses, revenues and operating costs.
- Other special projects as assigned by Executive Director and his/her designee.

Job Requirements:

- Licensed as an Independent Clinical Social Worker (LICSW), Mental Health Counselor (LMHC) or Ph.D., Psy.D., or Ed.D.) in Massachusetts.
- At least five years of supervisory experience coordinating and managing clinical services.
- Coordination experience with licensing procedures, state contracting, and operation of outpatient services.
- At least five years experience in direct practice that involves knowledge of mental illnesses and treatment methods, psychopharmacology and practices used in psychiatric disorders.
- At least five years experience in developing/facilitating psycho-educational, prevention, and/or therapeutic support groups focused on contemporary social problems and mental health issues.
- Experience with intensive, wraparound, home-based clinical services.
- Extensive experience collaborating with state agencies such as DCF, DMH, DPH, and DYS.
- Ability to negotiate, problem solve, handle multiple tasks simultaneously and meet deadlines.
- Excellent verbal and written communication skills; proficient computer skills.
- Experience with program development and grant writing
- Ability to lead and motivate a multidisciplinary team.
- Sensitive to LGBT issues and Culturally Competent.
- Flexible with working hours, including some evenings, and weekends

Preferred Qualifications:

- Bilingual (Spanish/English and/or Cape Verdean Creole/English).
- Experience working with Latino families, preferably in a community setting.
- Knowledge of state or federal benefit and entitlement programs including community social services programs (food stamps, housing transitional assistance, state health insurance, etc.)