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**The Council on Recovery**

**POSITION ANNOUNCEMENT**

Title: Clinical Director

Reports to: President & CEO

Hours: Exempt position; Includes some evenings and weekends.

Location: The Council on Recovery, 303 Jackson Hill, Houston TX 77007; intermittent travel to other clinical sites

*The Council on Recovery is a 501(c)(3) nonprofit organization whose mission is to keep our community healthy, productive and safe by providing services and information to all who may be adversely affected by alcohol, drugs, and related issues.*

## SUMMARY

## The Council on Recovery is seeking an experienced and passionate Clinical Director to join its Executive Leadership Team. The ideal candidate will be comfortable representing the agency in a variety of settings – sharing her/his expertise through workshops, promoting services and our team of providers throughout the community, partnering with other organizations to strengthen impact in the community, and serving as a leader within the agency to grow and fortify service provision. The person will be comfortable working with peer leaders to set the direction of the agency and with teaching and mentoring direct service providers. The ideal candidate will be well versed in a range of assessment, diagnostic, and therapeutic modalities that address substance use disorders, process addictions, mental health conditions, family systems, and trauma.

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## RESPONSIBILITIES

***Leadership***

* Responsible for providing high-level clinical expertise to ensure effectiveness of clinical programs and outcomes
* Represent The Council as a substance use disorder expert and partner in the community
* Set and maintain clinical “office hours” serving as a professional resource to all Council staff

***Clinical Supervision***

* Lead clinical staff and managers in researching and developing new or revising current treatment modalities or programs
* Oversees the choice and implementation of clinical models to be used in each program
* Review assessments, diagnoses, treatment plans, progress notes and discharge summaries, ensuring they meet basic Council, licensing and payer standards
* Direct the review of client charts across all agency programs ensuring they meet basic Council, licensing and payer standards
* Review and direct staff on how to improve and correct clinical skills and documentation
* Facilitate and/or oversee clinical case staffing’s for all agency departments
* Ensure that client confidentiality is strictly maintained throughout the agency
* Ensure a client’s referral sources are contacted prior to a service plan being finalized, throughout their time as a Council client and pre-discharge
* Provide guidance to staff on assessment, care planning, as well as treatment techniques and procedures
* Provide clinical supervision as needed for LMSW and LPC-A personnel
* Reviews all clinical incidents to guide course of action resolving clinical risks, identify policy, procedure and training needs of staff

***Crisis Intervention***

* Lead the development and implementation of an inter-departmental crisis response team
* Facilitate the formation of protocols and procedures across the agency to respond when clients are experiencing a behavioral health crisis (e.g. suicide, overdose, medical emergency etc.)
* Recommend and implement standards and procedures for reporting abuse, neglect and exploitation of children, disabled persons or older adults

***Training***

* Conduct clinical orientation and training for new staff, fellows and interns
* Provide clinical direction and supervision to fellows and interns, including didactic and one-on-one
* Ensure annual training requirements for HHSC licensure and program contracts are provided to all necessary staff – this will include scheduling, recruiting presenters, developing or approving curricula
* Develop and maintain relationships with Masters level clinical programs at Universities
* Develop clinical training materials and manuals
* Identify learning and training needs of behavioral health professionals in the community
* Plan, conduct (or facilitate) workshops for the community

***Clinical Services***

* Provide individual, family and group therapy sessions in the absence of primary clinician or at the request of the CEO
* Complete initial psychosocial assessments as assigned
* Complete required documentation
* Communications with referral sources of clients as appropriate

## REQUIREMENTS/QUALIFICATIONS

**Education:** Master’s Degree Required. Licensed Clinical Supervisor Certification Required

**Knowledge and Experience:**

* 10+ years of cross-disciplinary clinical supervision and training
* 15+ years of clinical practice
* Experience as Clinical Director preferred
* Experience providing therapeutic services, especially related to alcohol and drug use, and other compulsive disorders
* Strong knowledge and skills in diagnosis
* Strong knowledge of and experience treating psychiatric disorders
* Strong knowledge of and experience treating trauma

The statements in this job description are intended to describe the general nature and level of work being performed. They are not intended as an exhaustive list of all responsibilities, duties and skills required. They may be supplemented as necessary; these additions are not to be construed as exhaustive.

If you have an interest in this position, please submit your resume or CV to [Dseeley@Edgegroup.cc](mailto:Dseeley@Edgegroup.cc)