

Job Description

Position Title: Clinical Director (part-time)

Classification: Nonexempt

Reports To: Executive Director

Date Created/

Updated: November 2022

Hiring Pay

Range: \$33.65 - \$38.46 / hour

The mission of YouthSeen is to foster and empower the social and emotional well-being of LGBTQI youth and their families in all communities.

YouthSeen envisions a society where young people are empowered as individuals to access non-judgmental and unbiased treatment in every aspect of their lives. We encourage the creative creation of a community that celebrates everyone's worth, diverse characteristics and dignity.

Our organization works with our communities and stands as a leader in our local Colorado area, and beyond, for establishing partnerships with groups who specifically tailor their resources, education, and outreach to our youth and young BIPOC + LGBTQIA+ community. YouthSeen strives to highlight the intersections that many communities of color face when addressing social issues that impact families that identify under the umbrella of LGBTQI. This also includes our community members identifying as gender non-conforming, non-binary, genderfluid, genderqueer and two spirit, which is often left out of the mainstream language around services.

Summary/Objective:

The Clinical Director is responsible for leading our team of therapists to administer excellent patient care. The Clinical Director's duties include supervising therapists to meet the needs of the community served, managing budgets for supplies and equipment, and ensuring that the practice adheres to applicable laws and regulations.

Essential Functions:

- Design and implement strategies that assist the practice to realize its goals
- Oversee the practice's compliance with legal policies, guidelines, and standards
- Ensure the practice has sufficient and qualified personnel
- Organize and run all patient care or administrative operations and programs
- Ensure all medical records and other applicable documentation are current and within state and federal laws
- Coach, guide and give performance feedback to clinical staff to optimize experience and personal development growth

- Perform employee reviews and provide feedback on their performance to help motivate their dedication to professional goals
- Act as a connection between patients, their families and additional care staff
- Collaboration with programs to provide mental health focus and support to all programming
- Project a positive image to other agencies and the public
- Ensure overall program goals are met by pinpointing challenges and takes an active role in problem solving
- Participate in on-going program development, implementation, and evaluation
- Promote cooperative working relationships and positive team atmosphere
- May perform other duties as assigned

Work Environment:

- Sitting for long periods, standing, and walking intermittently
- Using office equipment such as computer, mouse, keyboard, printer
- Indoor office environment, temperature controlled
- Ability to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, climb stairs, balance, stoop kneel, crouch or crawl, talk or hear and taste or smell
- Occasionally lift or move up to 20 pounds
- Use specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

Competencies:

- Outstanding ability to communicate well at every level of the organization
- Problem solving skills when resolving administrative issues and conflicts
- Detailed knowledge of policies and regulations in the clinical field
- Emotional intelligence and ability to establish strong and trusting relationships with colleagues
- Comfortable with ambiguity and a constantly changing environment and set of responsibilities
- Ability to delegate and supervise tasks as required
- Alignment on mission and vision
- Experienced in facilitating organizational change and culture-building efforts
- Executional excellence
- High initiative, self-starting capabilities
- Proficient in tech software such as Google Workspace and iOS

Education and Experience:

- Minimum of a master's degree in medical science, clinical administration, healthcare administration, counseling related field or a Doctorate degree in Psychology or similar from an accredited University
- Minimum of five (5) years direct clinical experience
- Professional counseling licensure (LPC, LCSW, LMFT, LP)

- Certified Addictions Counselor (CAC) status II, or III preferred
- Must be licensed in the State of Colorado
- At least five (5) years of progressively responsible relevant work experience
- Experience in non-profit and/or youth services is a plus

Expected Hours of Work:

This role is considered part-time working approximately 30 hours per week and is not exempt from overtime.

Benefits package offered, subject to eligibility requirements, includes:

- Paid time off
- Paid holidays
- Company subsidized Medical, Dental, and Vision Insurance available for Employee, Employee +Spouse, Employee +Child(ren), and Employee +Family

Employee Name & Signature

Date

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements. YouthSeen complies with the Equal Pay for Equal Work Act. YouthSeen requests that Applicant not disclose its wage rate history to YouthSeen. If YouthSeen for any reason comes into possession of Applicant's wage rate history, YouthSeen will not rely on it in determining a wage rate.