

**930 North Third Street \* Grand Forks, ND 58203-2408**

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| **POSITION** | Clinical Director |
| **LOCATION** | Agency Programs |
| **REPORTS TO** | Chief Executive Officer |
| **HOURS** | Full-Time - Exempt Position Monday – Friday |
| **BENEFITS** | Health Insurance, Cafeteria Plan, 403(b) Plan, Annual Leave, Sick Leave, Holiday Pay |
| **MISSION OF ORGANIZATION** | |
| We promote independence and an enhanced quality of life for adults with serious mental illness. | |
| **OVERVIEW OF ORGANIZATION** | |
| Prairie Harvest Mental Health provides community and facility-based services to vulnerable adults. Quality of life is greatly enhanced through improved living environment, access to services and programs and the opportunity for employment. | |
| **POSITION SUMMARY** | |
| This position is responsible for developing, implementing, and measuring services provided for the agency programs. The Clinical Director provides leadership, administrative oversight, assists in developing quality assurance measures and supervision of staff. The position will be responsible to make sure all staff provide individuals opportunities for recovery management so they can live and work independently in their home and community. This position will also be responsible for enhancing community partnerships to ensure a full continuum of services by performing the following duties. | |
| **SPECIFIC DUTIES** | |
| * Plans, organizes, directs, evaluates and implements services in the assigned programs, facilities and client work programs. * Responsible for overall provision of direct services which includes reviewing of all client referrals. * Ensures practice model is implemented and adhered to in the agency in order to meet the needs of the agency clients. * Ensures ongoing measurement and analysis of service and programmatic effectiveness for meeting identified standards as evidenced by staff/agency monthly reports. This would include preparing reports in accordance with grants and/or contracts requirements. * Makes recommendation for the expenditures of funds appropriated to the assigned programs based on program budgets. * Directs student(s) as needed for assigned programs. * Develops and reviews training and operating procedures manuals of the assigned programs. * Monitors program clinical performance and reports on outcomes. * Implements evidence-based practices (EBPs) throughout the agency. * Collaborates with medical, behavioral health, and counseling staff regarding clients in the program. * Attends community events and meetings as requested and as needed in order to build community partnerships. * Provides information and interpretation of the assigned programs to Board Members, other agencies and the general public. * Attends and provides clinical supervision, consultation, and training as required to maintain ability to provide services. * Visits program sites routinely, providing a strong in-person presence to support clinical workflow & policy training. * Provides direct services as needed in emergent situations, including, but not limited to, assessment, psychotherapy, and crisis response. Crisis response and phone calls may occur outside of normal business hours based on agency and client needs. * Gives guidance and supervision, either directly or indirectly, to staff. This may include responsibility for personnel actions (in consultation with the Human Resource Director) along with timecard review and leave time approval. * Completes and assures staff complete all documentation in accordance with agency standards including documentation in an electronic health record and creating a charge slip; this includes, but is not limited to, content expectations and timeliness standards. * Participates in regulation of work and paper flow, including the client assessment, authorization, billing and collection process. * Ensures to use the utmost of care in protecting the confidentiality of client records in accordance with state and federal laws. * Presents changes, improvements or additions to protocols on behavioral health procedures to the team. * Works as a senior staff team member on policy recommendations and long-range planning (including new program development). * As a member of the senior staff team, serves as a clinical thought leader, lending strategic guidance to the agency based on the ever-changing behavior health treatment landscape. * Creates an inspiring team environment with an open communication culture. * Assists in hiring of program professional staff in collaboration with the Human Resource Coordinator. * Attends/conducts Prairie Harvest Mental Health staff meetings and other staff meetings as needed per client assigned. * Other duties as assigned. | |
| **BASIC WORK EXPECTATIONS** | |
| * Adhere to current laws, rules, regulations, policies, procedures, practices, and professional ethics. * Work as part of the team. * Maintain a positive attitude. * Use courtesy and respect in all interactions. * Maintain a well-organized work area with a business-like appearance. * Use effective communication techniques to develop and maintain positive and effective working relationships with other employees and customers. * Be responsive to requests for service and assistance from all customers. * Maintain confidentiality. * Remain flexible in work assignments and schedule. * Actively pursue professional growth and development opportunities. * Make ethical and professional decisions. | |
| **PHYSICAL REQUIREMENTS** | |
| * The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.   + Ability to stand, walk, bend, stoop, crouch, kneel and sit.   + Ability to use hands/fingers to handle or feel and reach with hands and arms.   + Most physical demands require repetitive movement.   + Occasional lifting and moving of up to 35 pounds. | |
| **SUPERVISORY RESPONSIBILITIES** | |
| * Supervises employees and oversees placement of students in the programs at Prairie Harvest Mental Health. * Carries out supervisory responsibilities in accordance with the organizations’ policies and applicable laws. * Responsibilities may include training employees and supervising students if applicable; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. | |
| **QUALIFICATIONS – EDUCATION/EXPERIENCE** | |
| * Minimum Qualifications - Master’s degree in social work, counseling, or any other master’s degree approved by the North Dakota Board of Counseling Examiners, and licensure as a LCSW (Licensed Clinical Social Worker) or LPCC (Licensed Professional Clinical Counselor); OR a Doctorate in Psychology and licensure as a Psychologist by the ND Board of Psychologist Examiners. * Leadership Experience * Supervision of Staff – 3 years preferred. * Licensure in the state of North Dakota. * Experience in behavioral health. * Working knowledge of community services. * Computer literacy to include Microsoft Office programs. * Knowledge of Medicaid Programs. * Ability to communicate clearly and concisely in written and verbal form. * High degree of interpersonal skill to be able to communicate with, motivate and/or facilitate behavioral changes in others. * Good verbal and written communication skills. | |
| **TRAINING/CERTIFICATION** | |
| * Maintain Licensure Requirements * CPR/First Aid Certification * Valid Driver’s License/Insurable Driving Record * Defensive Driving | |