



sonoma county

Clinical Director Job Description

August 2023

As an affiliate of an international membership organization, the YWCA Sonoma County has devoted the past 40 years to empowering women and affirming the worth of all people, regardless of gender or race.

At the heart of the YWCA's programs are our domestic violence services. We provide a wide range of services to victims of domestic violence and their children so they can heal, become self-sufficient, and return productively to the community.

Position:	Clinical Director	Wage:	85,000-92,000
Department:	Therapy Program	Pay Basis:	Salary
Reports To:	CPO	Status:	Exempt
Hours/Week	40 Hours per week	Benefits:	Eligible

Position Summary

Working under direction of the CPO, the Clinical Director manages therapy services provided through the YWCA. This is a professional, position responsible for the overall management of YWCA's therapy services, including hiring, supervising, evaluating, and scheduling. The position will oversee and direct the following key programmatic areas: individual, group, and family trauma informed therapy programming and children therapy for A Special Place Preschool, Safe House and all other program sites. This position will provide leadership and vision to the organization and its staff and will be responsible for overseeing day-to-day operations of the therapy program as well as developing strategies to allow for continued growth, in collaboration with the CPO and other members of the leadership team.

Essential Tasks

The clinical director is responsible for overseeing and developing the organizations clinical services through tasks such as hiring, evaluating, scheduling, and supervision. They are responsible for developing strategies to allow for continued growth, oversee clinical supervisors, may provide clinical supervision for students, pre-licensed and licensed clinicians, and is responsible for contract/grant tracking, billing, and reporting.

Leadership Responsibilities

- Responsible for all aspects of YWCA Therapy Program oversight and operation, ensuring program continuity and quality. Coordinate and assure that all Clinical programs and employees are working in accordance with policies, procedures and appropriate State and Federal guidelines.
- Develop and maintain program policies and procedures for clinical programs.
- Ensure all clinical programs are implemented according to contracts and regulations, ensuring compliance on all implementation and reporting levels.
- Actively participate in contract/MOU/Operational Agreement negotiations, grant writing and other activities that relate to program acquisition and/or improvement. Ensure the Therapy Program contracts align with the agency mission, values and are achievable.
- Oversee and direct documentation (hard copy and database) required in accordance with state and federal requirements.
- Accountable for ensuring mental health programs are achieving appropriate outcomes for children, families, and community, as well as reaching target populations.

- Ensures that compliance of standards, laws and ethics of mental health services. Stays informed on how various laws, trends are impacting mental health services locally, statewide and nationally.
- Responsible for creating and implementing outcomes-based programs. This includes providing regular program reports on all programmatic activities for Board, other directors, community partners, funders, and others as requested.

Management and Supervision

- Works with management and staff to develop and maintain a planning process with long range and/or short-range objectives to identify and support the needs of victims of domestic violence and their children and addresses these through the Therapy Services Program.
- Work with Leadership Team to address any identified growth needs of staff – implementing staff evaluations, performance improvement plans and other related documents as appropriate and necessary.
- Ensure that all pre-licensed/licensed staff are providing competent, ethical services within their scope of work; address needs accordingly.
- Responsible for hiring, training, supervising, and evaluating department staff. Ensure that staff are being held accountable in the delivery of appropriate and timely services in accordance with agency and funding requirements.
- Responsible for reviewing and updating departmental policies and procedures to ensure organizational goals and mission are met.
- Responsible for leading regular departmental meetings.
- Work with other directors and staff to ensure coordination of and communication between all organizational services and programs.
- Develop/enhance tools for data collection, reporting, and other contractual requirements as necessary. Ensure program manuals are consistently updated to reflect current practices and expectations.
- Oversees and provides guidance to Support Group Facilitators
- Oversees Clinical Supervisor to ensure supervision compliance with the Board of Behavioral Standards for MFT/MSW Associates and students.
- Develops relationships and works collaboratively with local graduate programs.
- Coordinates regularly scheduled support group facilitator meetings and other staff meetings.
- Oversee the hours of operation of client services and scheduling of staff and students providing services. Ensure adequate coverage and proportional workload.

Administration

- Maintains cash box for private pay in accordance with accounting practices.
- Ensures that all Therapy Program data is accurately entered into the ETO database.
- Maintains records and statistics to assist in weekly, monthly and annual report writing. Prepares narrative and data reports and makes timely submissions of these reports to the CEO for review. Holds responsibility for all records, reports and files to ensure an above average audit by any and all auditing agencies.

Community Outreach

- Serves as YWCA of Sonoma County representative in the community; acts as liaison with other divisions of the YWCA of Sonoma County and other public and private service providers.
- Represent the agency in a consistently professional manner, always modeling a commitment to the agency's Mission, Vision and Values.

- Conducts outreach to the community as an ambassador of the Therapy Program, including presenting information to schools, nonprofit community-based organizations, other homeless services providers, professional groups and community service groups as requested.

Other Duties

- Performs other duties as requested.

Prerequisite Qualifications

The candidate must meet the following criteria in order to be considered for employment in this position:

- Mental health professional licensed in California – master’s degree preferred.
- Minimum five (5) years’ experience providing direct therapeutic services.
- Minimum three (3) years’ experience in providing clinical supervision.
- Knowledge/experience with domestic violence; parenting issues, child development and resources for low-income families.
- Basic computer and data entry skills
- First aid and CPR certificates a plus
- Prior to employment, must obtain fingerprint clearance, pass TB test and physical

Knowledge & Skills:

- Experience in a therapeutic setting preferred.
- Experience as group facilitator, crisis intervention and/or social work preferred.
- Standard English usage, spelling, grammar and punctuation
- Basic arithmetic computation and computer skills
- Universal Precautions and other safe work practices

Ability to:

- Communicate with children and adults from varied backgrounds, cultures, and socio-economic levels. Has the ability to work with children and families where English may not be the primary language.
- Learn and understand the dynamics of the cycle of domestic violence and prevention strategies.
- Maintain orderly work environment and perform tasks in a prescribed and safe manner. Maintain and improve professional skills and knowledge. Establish and maintain cooperative working relationships with agencies and individuals contacted during performance of job duties. Be flexible and receptive to suggestions, input and change. Operate modern office equipment, including computer, phone, fax, copier, etc. Understand and carry out both oral and written instructions in an independent manner. Communicate effectively and tactfully in both oral and written forms.
- Administer basic first aid and CPR

Supplemental Qualifications

The candidate who possesses the following skill(s) is preferred over an otherwise equally-qualified candidate:

- Proficiency in another language other than English, specifically, Spanish or other locally significant languages

YWCA Sonoma County offers a generous benefits package including paid medical, dental and vision, paid vacation and sick time, 16 paid holidays, and a retirement plan that pays up to 14%.