Clinical Director

Position Summary: The Clinical Director is responsible for the management and quality assurance of all clinical services provided by GEMS; this includes daily planning, coordination, monitoring and overseeing clinical aspects of GEMS programs as well as, supervising and providing support to staff. The role of the Clinical Director includes overseeing the clinical operations for participants and staff.

Tasks and Responsibilities: This statement of duties is for purpose of identifying this position but it is not limited to:

Key Duties:

Personnel and Management

- Work closely with Program Director relating to the program and clinical services provided
- Supervise and oversee all aspects of the support services department following the agency mission demonstrated by setting departmental goals and objectives.
- Support the Program Director in program development
- Act as liaison for graduate schools’ intern placement programs
- Provide ongoing training and ensure open staff communication on clinical related matters
- Make recommendations to the Chief Program Officer for staffing needs: clinical counseling; self-care approach, etc
- In collaboration with the Program Director guarantee that data is accurately collected and entered in our database
- Responsible for monitoring records accuracy, case files, correspondence reporting summaries, and statistics; complete necessary documentation in a timely, accurate and complete manner.
- In collaboration with the Program Director and Chief Operating Officer formulates operations policy/practices and generating operations decisions
- In collaboration with the Program Director manage emergencies
- Promote the cooperative, harmonious, teamwork environment GEMS creates within the workplace.
- Promote an atmosphere of dignity and respect in line within the philosophy, values and policies of GEMS.
- Ensure accurate, appropriate and timely completion of case notes by staff.

Clinical & Technical

- Build relationships and trust with girls and young women who have experienced PTSD
- Monitor health care resources
- Assume leadership role to achieve optimal clinical outcomes and resource utilization
• Assess emotional and mental status of the members to better determine the personalized approached and plan that should be in place for the individual
• Oversee that staff is adhering to the required HIPPA requirements as identified by the law and in each funding contract
• Support the realization of participants individualized goal plans
• Review treatment plans, case notes and written correspondence in order to verify that such documents meet the agency’s standards
• Respond to crisis as needed and respond appropriately to emergencies including contacting appropriate staff, interacting with police, fire, and medical personal as needed
• Serve as a role model – guiding and empowering members and facilitating appropriate behavior around daily living skills, self-care, personal interaction, social relationships and constructive time management
• Make recommendations for improving member satisfaction.
• Ensure the confidentiality of member files including medical records, if any.
• Manage the day-to-day utilization of clinic resources available in the organization
• Develop, implement and evaluate clinical operations

Meetings & Reporting

• Attend regular management and team meetings and other meetings, as requested.
• Prepare and present periodic reports, findings and recommendations regarding technical operations to the Management Team
• Work with the Fiscal and Program Department in the completion of contracts reporting as needed

Additional Qualifications:

• LCSW Required
• Eligible to work in U.S
• At least 5-7 years of prior experience working with youth required.
• At least 5-7 years of prior experience managing a holistic clinical program is required, both with direct service and in operations.
• At least 5 years of experience working with mental health related issues, complex trauma, substance abuse, court involved youth, domestic violence, HIV/AIDS related issues and crisis intervention techniques.
• Sensitivity to the needs of runaway; homeless and commercially sexually exploited.
• Supervisory experience required
• Demonstrated ability to facilitate small group process.

Job Competencies

Attention to Detail

Attitude Toward Others

Emotional Control
Empathetic Outlook
Excellent written and verbal communication
Flexibility
Following Directions
Initiative
Meeting Standards
Multitasking
Personal Accountability
Project/Task and Goals Focus
Respect for Policies
Team Player

**Behavioral Competencies**
Adaptable
Organized Workplace

**GEMS Core Values**
Development Grounded
Trauma Informed
Culturally Competent
Gender Responsive
Strengths Based
Social Justice Oriented

**GEMS Principles**
Survivor Leadership
Transformative Relationship