

JOB TITLE: Assistant Clinical Director

DEPARTMENT/PROGRAM: Outpatient

RATIONALE: The Assistant Clinical Director is responsible for the overall planning, development, day-to-day functioning, and evaluation of outpatient interns, plus at least 50% direct service caseload, depending on the number of interns currently interning and their level of need and experience. Also responsible for assisting in maintaining corporate compliance. Additionally, the Assistant Clinical Director will operate as Acting Clinical Director in the absence of the Clinical Director and other duties as assigned

IMMEDIATE SUPERVISOR: Clinical Director

EXEMPT/NON-EXEMPT STATUS:
Exempt

HOURS: 40 hours per week

POSITIONS SUPERVISED: MH/OP interns, MH/OP when needed

DRIVING ESSENTIAL FUNCTION:
no

AVAILABLE: Immediately

PAY GRADE LEVEL: V-VIII

BASIC DUTIES:

1. Conduct basic duties of outpatient provider (assessments, treatment plans, individual/family/group therapy, documentation, etc.).
2. Supervise all aspects of interns (interview, hire, train, supervise, etc.)
3. Fills in for Clinical Director when absent (approving staff requests, supervision, administrative duties)
4. Helps onboard new staff

DESIRABLE QUALIFICATIONS:

1. Master's degree in psychology, rehabilitation, education, social work or other related area with a minimum of two years of experience in mental health and/or substance use treatment.
2. Supervisory experience.
3. Licensed as LCPC, LCSW.
4. Knowledge of program evaluation, quality assurance, long-range planning, client-based planning, and program development processes.
5. Knowledge of various funding and accrediting bodies that impact upon programs and services.
6. Knowledge of local community resources and need.
7. Good organizational skills.
8. Good communication skills.
9. Progressively more responsible supervisory experience.

MINIMUM QUALIFICATIONS:

1. Master's degree in psychology, rehabilitation, education, social work or other related area.
2. Licensed as LCPC, LCSW.
3. Ability to pass all pre-employment background checks
4. Ability to pass pre-employment drug screening

PHYSICAL REQUIREMENTS: (can be met with or without reasonable accommodations)

1. Walk up to 50% of the time.
2. Sit up to 75% of the time.
3. Reaching in front of body up to 75% of the time.
4. Simultaneous use of hand, wrist, and fingers, 41-75% of the time.
5. Talking 76-100% of the time.
6. Hearing for ordinary conversation 76-100% of the time.
7. Visual acuity for 20" or less, 76-100% of the time.
8. Work inside 76-100% of the time.

HOW TO BECOME AN APPLICANT:

Internal Applicants must submit a letter of interest to Angela Edmonds

External Applicants: 1. Must submit a completed application to Angela Edmonds (via fax, E-mail, mail, or in person), 2. Meet the minimum qualifications for the position.

PLEASE POST ***Internal or External Applicants*** PLEASE POST

CONTACT: Angela Edmonds, Director of Human Resources
Human Resources Center of Edgar and Clark counties
P.O. Box 1118; 753 East Court Street; Paris, IL 61944
(f) 217-463-1899 angela.edmonds@hrcec.org

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