



KITM Director of Clinical Programs Job Description

Reporting:

The Director of Clinical Programs reports to the Chief Executive Officer.

Education Level:

Graduate degree and licensed in the state of Missouri in the field of clinical social work, counseling, clinical psychology or marriage and family therapy. Further training in program development; evidence-based practices; clinical outcomes preferred. All candidates must be LMFT, LCSW or LPC certified and able to supervise LMSW/PLPC for State licensure.

Experience:

Minimum 2 years' experience including working in a non-profit setting with demonstrated proficiency in clinical services; supervision; program outcomes / evaluation, data collection and management, continuous quality improvement. Knowledge of COA accreditation process and experience with ETO software, Zoom and Acuity Scheduling Systems a plus.

Summary:

This is a leadership position responsible for the oversight of all Agency programs with primary focus on: 1) Ensuring that programs are appropriate for the Agency's mission, clinical model, and best practices; 2) Clinical staff management; 3) Clinical outcomes; 4) telehealth services; and 5) Performance Quality Improvement.

Responsibilities:

1. Provide direct supervision to the Clinical Supervisor(s) and therapists.
2. Maintain a caseload, as directed by the Chief Executive Officer
3. Work with the Executive Team to establish and oversee standards, operational benchmarks, timelines and resources needed for accountability and outcomes measurement for success in all programs.
4. Provide oversight of Agency programs to ensure alignment with Agency mission, strategic plan and procedures. Oversight to include:
 - a. Intake process in collaboration with the Director of Operations
 - b. Case collaboration and review
 - c. Case record documentation
 - d. Clinical issues
 - e. Address parent concerns
 - f. Ensure coverage is provided when therapists are absent
 - g. Program content
 - h. Service delivery
 - i. Staff training
 - j. Internship Program
 - k. Court Program
 - l. Performance Quality Improvement
 - m. Legal issues and their resolution in collaboration with the CEO
 - n. School Outreach Counseling Program (SOC)

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5. SOC (School Outreach Counseling Program)

- a. Ensure that Memorandums of Understanding are signed by all participating school districts and schools.
- b. Ensure the Letters of Support are signed by all participating school principals.
- c. Order all supplies needed for SOC Program. Work with CFO to ensure that the budget is adhered to for the funding cycle.
- d. Update and order printing of Permission Forms.
- e. Create and order SOC badges.
- f. Determine SOC schedule, including start and end dates, presentations, and timely administration of measurement tool.
- g. Ensure that Permission Forms are correctly filled out and are on file for all children served.
- h. Ensure that all demographic data has been uploaded into ETO by therapists at the beginning of each semester.
- i. Write quarterly reports in conjunction with the CEO and DCP.
- j. Run quarterly report data and gather/correct/insert missing information

6. Manage COA accreditation process of the Agency.

7. Work in collaboration with CDO and CEO pulling data for funding applications.

8. Attend Board and Executive Committee meetings.

9. Act as staff liaison to the Program Committee and attend all committee meetings.

10. Other duties as requested by the Chief Executive Officer.

Skills Required:

- Advanced knowledge of clinical modalities with application to working with children, parents and families experiencing divorce and other traumatic family changes.
- Advanced knowledge and skills in clinical supervision
- Advanced skills in staff management
- Knowledge of Evidence Based Practice, outcomes management
- Proficient in use of ETO software
- Proficient with Agency reporting as it relates to clinical data and outcomes
- Proven analytical skills
- Proven strategic thinking skills
- Professional written communication skills
- Proficient in necessary technology including computer skills, Microsoft Word, Excel, web-based applications, etc.
- Advanced organizational and time management skills and ability to multi-task.
- Demonstrated ability to set and meet deadlines and follow through on tasks/projects
- Knowledge of continuous quality improvement practices



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Working Conditions and Physical Effort:

- Work is normally performed in a typical inside office work environment.
- Average physical effort with some handling of light to medium weights such as supplies, office equipment on a periodic basis (10 – 30 pounds)
- May require sitting for long periods of time while working at a computer terminal.

Staff Signature

Print Name

Date

Chief Executive Officer Signature

Print Name

Date