Job Title: Clinical Director
Employer/Agency: The Council on Recovery

Job Description:
The Clinical Director is responsible for providing cross-disciplinary clinical direction and supervision related to theory, assessment, therapeutic modalities, diagnosis, treatment planning, psychoeducation and case notes for all clinical staff (regardless of position or title) and clinical interns. The person in this position is responsible for forming, developing and implementing an agency crisis intervention team and plan when funding becomes available; facilitating and/or overseeing clinical/case staffing sessions for all staff providing direct client services; reviewing and approving all clinical materials (e.g. curricula, supplies), and directing all clinical training activities, which may include developing and reviewing materials, identifying and recruiting presenters, and coordinating training activities with all internal departments for CEUs, marketing, recording and broadcasting. Although not a primary responsibility, the Clinical Director may provide individual, family and group therapy as needed.

Clinical Supervision:
• Responsible for providing high-level clinical expertise to ensure effectiveness of clinical programs and outcomes
• Leads clinical staff and managers in researching and developing new or revising current treatment techniques or programs
• Provides guidance on clinical models to be used in proposal development for grants and contracts
• Review CRF assessments, diagnoses, treatment plans, progress notes and discharge summaries, ensuring they meet basic Council, licensing and payer standards
• Direct the review of client charts across all agency programs ensuring they meet basic Council, licensing and payer standards
• Regularly review and direct staff on how to improve and correct documentation
• Review and recommend new or revised organizational treatment and clinical protocols, including drafting or advising in the compilation of protocols and procedures, and ensuring effective implementation of same
• Conduct new clinical staff orientations
• Conduct bi-weekly clinical case staffing’s for CRF
• Conduct and/or oversee clinical case staffings for all agency departments
• Ensure that client confidentiality is strictly maintained throughout the agency
• Ensure a client’s referral sources are contacted prior to a service plan being finalized, throughout their time as a Council client and pre-discharge
• Set and maintain clinical “office hours” serving as a professional resource to all Council staff (including therapists, counselors, case managers, prevention specialists, recovery coaches, Managers, Directors) in evaluating individual cases and recommending appropriate treatment response
• Provides guidance to staff on assessment, care planning, as well as treatment techniques and procedures
• Reviews all clinical incidents to guide course of action resolving clinical risks, identify policy, procedure and training needs of staff

Crisis Intervention:
• Lead the development and implementation of an inter-departmental crisis response team
- Facilitate the formation of protocols and procedures across the agency to respond when clients are experiencing a behavioral health crisis (e.g. suicide, overdose, medical emergency etc.)
- Recommend and implement standards and procedures for reporting child and older adult abuse Training
- Provide clinical direction and supervision to fellows and interns, including didactic and one-on-one
- Ensure annual training requirements for HHSC licensure and program contracts are provided to all necessary staff – this will include scheduling, recruiting presenters, developing or approving curricula
- Develop and maintain relationships with Master’s level clinical programs at Universities
- Identify learning and training needs of behavioral health professionals in the community
- Plan, conduct (or facilitate) workshops for the community

*Clinical Services*
- Provide individual, family and group therapy sessions in the absence of primary clinician or at the request of the CEO or EVP and complete required documentation
- Communications with referral sources of clients as appropriate
- Intermittent travel to other clinical sites.

**Qualifications**

*Education:* Master’s Degree Required. Licensed Clinical Supervisor Certification

*Required Knowledge and Experience:*
- 10+ years of cross-disciplinary clinical supervision and training
- 15+ years of clinical practice
- Experience as Clinical Director preferred
- Experience providing therapeutic services, especially related to alcohol and drug use, and other compulsive disorders
- Strong knowledge and skills in diagnosis
- Strong knowledge of and experience treating psychiatric disorders
- Strong knowledge of and experience treating trauma

**Salary/Hours**
- Full Time, includes some evenings and weekends

**Employer/Agency**
- The Council on Recovery

**Address**
- 303 Jackson Hill

**City, State, Zip**
- Houston, TX 77007

**Contact Person**
- Juana Rodriguez

**Contact Title**
- Human Resource Manager

**Email Address**
- jrodriguez@councilonrecovery.org

**Application Method**
- Email for more information

**Opening Date**
- Immediate

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