<table>
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<th><strong>Job Title</strong></th>
<th>Clinical Director</th>
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<td><strong>Employer/Agency</strong></td>
<td>Shield Bearer Counseling Centers</td>
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<td><strong>Job Description</strong></td>
<td>Position Summary: The Clinical Director will be responsible for overseeing all clinical programs and supervising staff providing treatment. In addition to staff supervision, this position requires oversight and completion of all required weekly, monthly, quarterly and yearly reports/data for programs. The person in this position will be responsible for ensuring staff follows all contract requirements, policies and procedures as well as assisting Executive Director in program and policy development. Essential Job Functions include those listed below. Other duties may be assigned as needed.</td>
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| **Requirements** | Essential Duties and Responsibilities: Reporting to the Executive Director, the Clinical Director supervises and implements the delivery of mental health care services and programs to the community at large by performing and providing the following services in a professional manner and in a professional atmosphere:  
  - Oversees the work of licensed contract counselors and counseling students;  
  - Facilitates client referrals and supervises client intake specialists;  
  - Directs the development and delivery of training programs and workshops;  
  - Manages training and usage of Therapy Notes (online documentation software);  
  - Manages master counseling schedule;  
  - Conducts annual performance evaluations with counselors;  
  - Creates a supportive and collegial work environment for the clinical team  
  - Coordinates training, team-building, and self-care opportunities;  
  - Acts as agency HIPAA Security Officer;  
  - Develops and collaborates with others to produce mental health prevention programs and trainings;  
  - Addresses community mental health concerns;  
  - Provides guidance and leadership to address community crisis intervention;  
  - Works collaboratively within the mental health community to develop and maintain a strong network system;  
  - Remains current on issues within the mental health field;  
  - Identifies trends, needs of clients and therapists, and evaluation of counseling services for improvement;  
  - Provides policy input;  
  - Creates and compiles tracking reports from a variety of data sources;  
  - Other duties may be assigned. |
| **Supervisory Responsibilities** | Responsibilities include recruiting, interviewing, hiring, and training; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems for part time employees and independent contractors. |
Qualifications

- Master's degree in a mental health field with clinical training.
- Minimum 5 years clinical experience.
- Minimum 3 years personnel management and administration.
- Experience developing and implementing policies and procedures and report writing.
- Proficiency in oral and written communication and interpersonal skills, public speaking and leading group discussions.
- Understanding and knowledge of HIPAA requirements.
- High level of personal and professional integrity, strong sense of ethics and respect for privacy and confidentiality.
- Possess a commitment to customer satisfaction.
- Demonstrate a strong work ethic, ability to multi-task, meet deadlines and work in a complex and fast paced environment.
- Ability to effectively manage crisis situations with sensitivity.
- Strong organizational, communication, interpersonal and team building skills needed.
- Strong foundation in trauma-informed clinical practices.
- Ability to work flexible hours which may include weekends or evenings as needed.
- Experience with diverse clients is a must.
- Experience in nonprofit setting preferred.

Salary/Hours

Full-Time / Salary: Compensation will commensurate with the individual's education and experience. Shield Bearer Counseling Centers does not offer health benefits.

Employer/Agency

Shield Bearer Counseling Centers

Address

12340 Jones Road; Suite 290

City, State, Zip

Houston, TX 77070

Contact Person

Michelle Kohl

Contact Title

Office Manager

Email Address

Administrator@ShieldBearer.org

Application Method

To apply: Applications must consist of a current resume, detailed cover letter, and salary requirements sent electronically to Administrator@ShieldBearer.org

Opening Date

Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.