**Job Title:** Mental Health Clinical Program Director

**FSLA Classification:** Exempt

**FTE:** 1.0

**Purpose of Position:**

Support the mission of Sponsors by assisting individuals released from Oregon state correctional facilities and the Lane County Adult Corrections in making a successful re-entry into our community. Sponsors is nationally recognized as a model utilizing best practices in re-entry services. This position oversees all behavioral health services and cognitive-behavioral programs.

**Reports to:**

Executive Director

**Supervisory Responsibilities:**

Provides clinical leadership in mental health, including regular coaching and clinical supervision for mental health counselors. Provides facilitator training and fidelity checks for cognitive-behavioral therapy groups.

**Primary Objective:**

The Mental Health Clinical Director is the primary resource for clinical information and leadership, ensuring the timely and appropriate delivery of treatment services and providing clinical supervision.

**Responsibilities:**

**CLINICAL SUPERVISION:**

* Provide clinical supervision to all mental health counselors including regularmeetings to discuss employee performance, review daily work, monitor workload and work flow, problem-solve discrepancies between expectations and performance, provide performance evaluations; administer disciplinary process as needed including completing proper documentation for personnel file and following through with action plans. Coach and develop staff by providing regular, specific feedback to reinforce positive behaviors and to keep them apprised of available trainings and workshops; confer with staff regarding treatment challenges, exploring innovative strategies and sharing knowledge by answering questions and conducting and organizing in-house workshops.
* Support staff dealing with difficult individuals by intervening personally when necessary and by handling complaints.
* Ensures clinical documentation and files are appropriately maintained.
* Manage and coordinate the development and implementation of client services to ensure professional standards are met and services are delivered consistently.
* Manages insurance claims and coordinate claim responses.
* Supervise facilitation of cognitive-behavioral therapy groups for justice-involved individuals. Conduct routine fidelity checks to ensure adherence to evidence-based curricula and provide timely feedback to group facilitators and Management Staff.

**CLINICAL DUTIES:**

* Provide counseling services to clients. Utilize Motivational Interviewing techniques to establish rapport with clients; assess the potential for harm to self or others and manage a crisis situation appropriately, determining whether additional professional assistance and/or referral is needed; administer and interpret screening tests and diagnostic tools required by the agency; collect and analyze bio-psycho-social data about a client’s current and historical status regarding substance use, gambling, mental health, wellbeing, social networks, financial stability and environmental factors; use information to determine ASAM-based level of care.
* Develop culturally sensitive, respectful and compassionate relationships with clients that accommodate for a client’s personal history and thinking to encourage engagement in the treatment and recovery process; encourage and reinforce healthy behaviors and thoughts; establish realistic and quantifiable goals to track outcomes and achievements; provide population-specific treatment services including those for Justice-Involved Individuals and Corrections clients; evaluate criminogenic needs and risk factors; develop individualized plans for cognitive-behavioral interventions; collaborate with clients to create Individual Services and Supports Plans that facilitate successful referrals to appropriate treatment services and activities; document assessment findings and treatment recommendations as required.
* Follow HIPAA guidelines during treatment and throughout the documentation process. Ensure individual rights to protected health information in the preparation and handling of records;
* Prepares accurate and concise screening; submitting assessment and state-required data collection reports within 7 days of providing services or obtaining information; accurately detail issues identified in assessment on the statement of need list, individual service and support plans and service notes; record presence and progress in relation to intended outcomes of treatment within 24 hours of service delivery; prepare continuing care/recovery/wellness plan at time of service conclusion/discharge appointment and complete concise service conclusion summaries within 7 days of service delivery; complete the Oregon data reporting form and record billable services.
* Adhere to Federal, State, agency and professional Codes of Ethics including respecting the individual’s rights and responsibilities; maintaining ethical boundary guidelines between provider and client; understanding the difference between the role of the professional and that of a peer or sponsor; upholding confidentiality rules and regulations; utilizing therapeutic practices within the scope of one’s education and expertise; demonstrating appropriate interpersonal relationships with co-workers, supervisory and referral sources; recognition of the importance of individual differences that influence the person’s behavior and applying the understanding of the implication of these differences to clinical practice by assessing and interpreting culturally specific individual behaviors and lifestyles. conveying respect for cultural and lifestyle diversity in the therapeutic process and adapting therapeutic strategies to individual needs.

**Skills and Knowledge:**

* Experience assessing, diagnosing, and treating a variety of mental health disorders
* Five plus years as a Licensed Professional Counselor (LPC) or Licensed Marriage and Family Therapist (LMFT)
* Three plus years as a counselor supervisor of counselors-in-training, LPC, LMFT, or externs/interns from a CACREP accredited program.
* Knowledge of the criminal justice system and familiarity with barriers specific to this population
* Knowledge of Lane County resources and services
* The ability to be paneled with local Medicaid CCOs (Trillium and Pacific Source)
* The ability to successfully work on an interdisciplinary team

**Education and Experience:**

* Graduate of a regionally/nationally accredited counseling (or counseling related) graduate program (master’s degree)
* Specialized course work in clinical supervision
* Approved and listed on the OBLPCT Approved Supervisor Registry to supervise LPC, LMFT, or preferably both LPC and LMFT
* Approved Clinical Supervisor (ACS) certification from the Center for Credentialing and Education (CCE) a division of NBCC
* No ethical violations with licensing board

**Preferred Qualifications:**

* Certified Alcohol and Drug Counselor certification (CADC-II or CADC-III)
* Experience assessing, diagnosing, and treating substance use disorders
* Experience supervising MHACBO certified counselors (CADC-I, CADC-II, CADC-III, QMHA, and/or QMHP)
* Certification in Dialectical Behavioral Therapy (DBT)
* Expertise in Cognitive Behavioral Therapy (CBT) and Motivational Interviewing (MI)

**Work Environment:**

This individual typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. May encounter frequent interruptions throughout the work day.

**Physical Demands:**

Walking upstairs, sitting at a desk for prolong periods of time. Noise level in the work environment is typical of that of an office environment.