

Clinical Director

Behavioral Health Specialists

Norfolk, NE 68701



Job details

Salary - \$70,000 - \$90,000 a year

Job Type - Full-time

Full Job Description

Job Title: Clinical Director

Reports To: Executive Director

FLSA Status: Exempt

Job Description

The Clinical Director (CD) implements, manages, and evaluates behavioral health services, evaluates clinical service delivery provided across all programs, makes suggestions for clinical service provisions, and provides clinical supervision of the agency. The CD will provide direction in the recruiting and retention of clinician/therapists. The CD evaluates the mental health and/or substance abuse services of the agency regarding long-term strategy to ensure it meets the goals and objectives of the agency. The

CD will contribute to the strategic planning, direction and goal setting for the agency including growth opportunities for employees and the organization. The CD will be the supervisor for the outpatient clinics and Community Support and will ensure the departments meet the goals and objectives set forth by the Executive Team.

Behavioral Health Management

Care Planning:

- The CD will ensure the direction of the agency's Outpatients Clinics and Community Support Department are meeting the goal and expectations of the agency through the direction of leadership of the executive team and the board of directors. The CD will ensure the appropriate clinical policies and procedures are being followed, trained, and be able to be a change agent and influencer throughout the agency. The CD will be proactive in the recruiting, evaluation, and training of the internships throughout the agency.
- The CD will review the productivity of the clinicians and community support providers to ensure we are utilizing our resources as appropriate and make staffing recommendations based upon our productivity and labor analysis. Ensures the behavioral health services at the agency is collaborating across all programs to utilize economies of scale and establish long-term profitability/growth.
- The CD will review quality measures, including but not limited, timeliness of clinical documents, clinical processes, and/or other clinical metrics/processes throughout the agency. Providing resources and accountability to ensure BHS is utilizing our resources as appropriate and make staffing recommendations based upon our qualitative analysis. In conjunction with the executive team, the CD will assist in recommending best practices for behavioral health processes.
- Assists the Executive Director to ensure policies, procedures and processes are consistent with requirements from outside regulatory agencies, all licensing and certification standards, e.g., JCAHO, Medicaid, HHS, SA Licensing, Region, HIPAA, and/or other state and federal agencies. In conjunction with the quality improvement department, the CD will develop a continuous improvement plan that will be evaluating on an on-going basis.
- The CD will provide overall management and leadership of the clinical documentation and/or supervision of the programs. This could include managing of clinical responsibilities, delegating supervision, and/or to ensure clinical processes and workflows are being implemented.

Leadership and Strategic Planning:

- The CD will evaluate existing behavioral health services for growth opportunities and/or changes of those services from our strategic planning. The CD will recommend additional services and provide analysis that will be incorporated in the strategic plan while meeting the long-term profitability goals and objectives of the agency. Assist in the budgeting processes and provides inputs regarding revenue sources and/or integrate strategies that affect profitability.
- Review the applicable services and evaluates each service based upon the goals, objectives, metrics, and profitability. This includes reviewing financial statements, metrics, industry standards, benchmarking and/or other evaluation tools to complement the strategic plan of the agency. The CD will work with the executive team to maximize client care/profitability.
- The CD will develop relationships outside of the agency to assist in the marketing of behavioral health services and to the target market, as applicable. This includes working with educational institutions and/or local and regional leaders. Assists in writing proposals for future services.
- In conjunction with the clinicians' manager, the CD provides coaching/counseling to employees and assists the manager in providing a talent gap analysis of the employees. Based upon the analysis, the Manager/CD will provide the appropriate resources and/or training to meet the goals and objectives of the employee and organization. As appropriate, the CD will handle conflict resolution within the department and/or throughout the agency as needed.
- The CD will provide a positive culture within the department and throughout the agency by being an effective member of the management team. This includes in participation in management meetings and provide feedback and/or solutions for the department/agency.

Other Requirements

- If in substance abuse recovery, a minimum of two years continuous sobriety/ "clean time" is required and maintained throughout employment.
- Successful completion of background checks/references including a valid driver's license. The driving record must be in accordance with agency's guidelines.
- Provides 24-hour coverage as assigned.

Education and/or Experience

Master's degree (M. A. or M.S.) in counseling, social work, psychology, or a closely related field.

Minimum certifications include Licensed Independent Mental Health Practitioner (LIMHP) (and Licensed Alcohol-Drug Counselor (LADC) preferred).

Knowledge, Skills and Abilities (Competencies) To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Knowledge, Skills, and Abilities (Competencies) requirements are listed below:

- Appropriate knowledge of the HHS and Medicaid regulations. Knowledge of signs and symptoms of substance abuse and dependence and appropriate treatment standards. Knowledge of the signs & symptoms of mental disorders and/or substance use disorders as defined in the DSM-5. High level of knowledgeable and understanding of patients with depression, anxiety, addiction, bipolar, schizophrenia, and/or other disorders.
- The CD must have strong written communication with ability to articulate in writing their thoughts, opinions, and facts with the objective of influencing others and/or implementing an effective communication strategy. This includes writing reports, business correspondence, and procedure manuals.
- The CD must have strong oral communication skills with the ability to influence others through developing relationships, providing facts/logic, and understand situational awareness to provide a win-win scenario during the communication process. The CD must understand the importance of recruiting and retaining referral sources and other agencies/organizations by being visible and proactive in the region.
- The CD must have strong critical thinking skills, understand the importance of unintended consequences, and evaluate decisions based upon the best long-term outcome of the situation.
- The CD must demonstrate adaptability, demonstrate discrete and ethical behavior, and have teambuilding skills including relationship building. The CD must understand the importance of utilizing resources/strengths within the clinical team and have an environment of growth through delegation, direction and leadership.
- The CD must have knowledge on the policies and procedures of the agency including the programming, administrative(insurance/authorizations), Medical Management, and Joint Commission regulations. This includes reviewing the policies and procedures and making recommendations on best practices to meet the goals and objectives of the agency's clinical standards. CD needs to understand human resource policies and procedures including the agency's benefits.
- The CD must have an understanding and knowledge in strategic leadership and human capital development including the ability to influence others by having difficult conversations with positivity and instill a positive culture within the department and agency. The CD must be proactive in handling conflict resolutions with the overall objective of behavior modifications. Provide talent management strategies to increase recruiting and retention.
- The CD must have the ability to review and identify effective processes and practices and identify potential obstacles for departmental and/or employee growth. This includes understanding how variables control and affect the process/practices within your department. The CD must have knowledge in quality assurance methods and/or continuous improvement programs.
- The CD must have an understanding and knowledge of financial statements, such as income statements, balance sheets and/or metrics that determine the effectiveness of the department and agency. This understanding includes indirect/direct costing methods.

Benefits:

- 401(k) • 401(k) matching • Dental insurance • Employee assistance program
- Flexible schedule • Flexible spending account • Health insurance
- Health savings account • Life insurance • Paid time off • Referral program
- Retirement plan • Vision insurance

Schedule: Day shift

Supplemental pay types:

- Bonus pay

License/Certification: LIMHP (Required)

Work Location: One location