



Job Title: Clinical Director

Classification: Exempt

Salary Range: \$75,000-\$90,000

Position Type: Full-time: In-person

Hours of Work: Regular operational hours and occasional after-hours

Purpose: The Clinical Director is instrumental in ensuring the provision of high-quality therapeutic services for children who have experienced sexual abuse and their families, through providing strategic leadership and oversight of all direct programmatic aspects of the Center's services. This position oversees direct client services, including forensic, therapeutic, and advocacy while collaborating with a multidisciplinary team (MDT) to foster a trauma-informed environment.

Position Reports to: President/CEO

Essential Functions:

Leadership

- Serve as a member of the leadership team, consulting with the CEO.
- Conduct regular supervision meetings with staff that are supervised.
- Complete annual staff evaluations with regular check-ins as needed, for an ongoing assessment of individual performance that includes an evaluation of their clinical skills, adherence to policies and protocols, client outcomes, overall contributions to the goals and mission of the Center, as well as professional development goals of the staff.
- Facilitate monthly departmental meetings, ensuring ethical and professional standards are met.
- Actively participate in ongoing Case Review (*Team Case*), Case Consultation, Leadership meetings, and All-Staff meetings.
- Provide support to the CEO during absences to ensure continuity of operations.

Direct Service Oversight

- Ensure that forensic interviews are conducted in a sensitive, age-appropriate, and legally sound manner to gather accurate information while minimizing re-traumatization.
- Lead by example, recognizing the unique context of each case while maintaining the boundaries of the Center's short-term service model, that delivers evidence-based, trauma-informed therapy to active clients at the Center.
- Empower advocates to effectively meet the needs of clients and their families throughout the investigative and healing process, as necessary.
- Ensure strict adherence to confidentiality guidelines and legal requirements when handling sensitive client information.
- Comply with regulatory and funding requirements related to the services provided.

Multidisciplinary Coordination

- Collaborate with the multidisciplinary team of law enforcement personnel, Prosecutor's Office and other Court personnel, Child Protective Services (CPS), medical staff, therapists, and advocates.
- Cultivate open lines of communication and collaboration to enhance the effectiveness of the multidisciplinary team.
- Serve as a clinical consultant to the MDT regarding child trauma and evidence-based treatment.
- Coordinate efforts to streamline processes, minimize duplication of services, and enhance overall efficiency in serving the needs of clients.
- Demonstrate an understanding of the legal process regarding court-ordered subpoenas to produce documents or testimony related to client treatment.
- Seek feedback from MDT members to identify areas for improvement and implement strategies to optimize teamwork and outcomes.

Program Documentation

- Adhere to Center documentation standards, ensuring that all forensic interview reports are completed within a timely manner, and that client interactions, therapeutic interventions, and support services are accurately recorded from case initiation to case closure, adhering to timelines and protocols.
- Prepare for audits and program reviews by consistently engaging in practices that are organized and accurate.
- Implement measures to routinely review documentation for accuracy, completeness, and compliance with ethical and legal standards.
- Disseminate updates or changes to procedures to staff and address any questions or concerns related to documentation practices with staff.
- Adhere to external service referral procedures and ensure compliance with Center policies.
- Utilize existing technology systems to maintain client information.
- Assist with the creation and implementation of Center policies and procedures.

Professional and Program Development

- Participate in the hiring process for new staff, interviews for interns and volunteers, as applicable.
- Identify ongoing training and educational needs for staff.
- Encourage a culture of continuous learning and self-reflection.
- Engage in approved ongoing professional development to ensure a current and comprehensive understanding of advancements in the field of trauma-focused therapy, 16 hours annually.
- Engage in 8-10 hours of diversity, equity, and inclusion (DEI) training annually.
- Contribute to program development and treatment expansion initiatives and planning.
- Become aware of and up to date in changes related to forensic interview best practices.
- Optimize the selection and utilization of clinical tools routinely, enhancing the quality and precision of services provided by the Center.

- Participate in achieving objectives outlined in the Strategic Plan and Key Performance Indicators (KPIs).
- Contribute to the accreditation process and ensure clinical practices and operations align seamlessly with the National Children's Alliance (NCA) accreditation standards, routinely monitoring compliance.

Special Projects and Support

- Support in the supervision of master's-level interns, review learning contracts that outline skill development focus, ensure alignment with the Center, and communicate with Field Liaison to assess student progress or concern, as necessary.
- Represent the Center during approved delivery of training or engagement in the community.
- Provide support and direction to volunteers of the Center, as required.

And other duties as assigned by the President/CEO.

Education and Experience Needed:

- Master's degree in social work, counseling, psychology, or a related field required.
- Full licensure from the State of Michigan in the respective discipline..
- Full certification in evidence-based trauma modality, such as TF-CBT, PCIT, AF-CBT, CFTSI, or EMDR.
- Minimum of 3 years of previous supervisory experience, with demonstrated ability to lead and mentor a team.
- Minimum of two years experience in evidence-based, trauma-informed counseling with children preferred.
- Experience in forensic interviewing preferred.
- Understanding of the dynamics of trauma, child sexual abuse, and child development required.
- Proficient in Google Workspace and other relevant software.

Competencies Required:

Advocacy and Public Policy:

- Engage in advocacy initiatives that align with the Center's mission, contributing to the overall advancement of public policy and community awareness related to child sexual abuse.

Healthy Communications:

- Present oneself and the Center professionally in both oral and written communications.
- Communicate with clarity, empathy, and understanding.
- Exchange information efficiently and effectively, demonstrating active listening and seeking clarification when necessary.
- Foster an environment where open communication is valued.
- Contribute to a culture of healthy communication, respect, and commitment to the Center's mission, vision, and values.

Direct Service:

- Stay informed about current developments in the field of mental health to ensure that programs and services are evidence-based and aligned with best practices.
- Ensure that the delivery of direct services aligns with the Center's overarching goals and commitment to the well-being of clients.
- Ability to practice restraint and discretion regarding confidential information related to Center functioning, internally and externally.

Team Participation:

- Ability to work collaboratively with diverse teams, promoting a positive and inclusive work culture.
- Active engagement in team dynamics, share knowledge and expertise, and foster a supportive atmosphere.

Building of Global Capacity:

- Promote cultural competence and inclusivity to uphold Center values in daily activities.
- Demonstrate a commitment to intercultural development and understanding the unique needs of clients, staff, volunteers, and donors from diverse backgrounds.

Personal Care and Development:

- Prioritize self-care and advocate for a culture within the Center that supports the well-being of both individuals and the Center as a whole.

Stewardship:

- Represent the Center in professional and community settings, building relationships with external stakeholders and promoting awareness of the Center's programs and services.
- Participate in community tours.
- Collaborate with administration to meet funding requirements for grants.
- Collaborate with other members of the leadership team to develop and implement strategic initiatives to enhance the quality of services the Center provides.
- Understand the Center budget and demonstrate stewardship of resources, ensuring their efficient and effective utilization in alignment with the Center's mission.

Data Management:

- Provide accurate and timely tracking of client demographics and services.

Flexibility and Adaptability:

- Navigate changes and handle unexpected situations with professionalism.
- Ability to prioritize tasks, manage time efficiently, and maintain a well-organized work environment.
- Embrace adaptability, contributing to a dynamic and responsive organizational culture that effectively addresses the evolving needs of the Center's work.

Work Environment and Physical Requirements:

The nature of the work involves exposure to emotionally challenging situations and may require a level of resilience and self-care to maintain personal well-being in the face of these challenges. Additionally, accommodation for specific physical requirements can be discussed to ensure an inclusive work environment for all staff members.

- Navigate a trauma-rich environment where clients are present.
- Comfortability with public speaking.

- Ability to sit and effectively use a computer for extended periods within a standard office environment.
- Perform light lifting tasks, up to 25 pounds, as needed to fulfill job responsibilities.