

Job Title: Director of Clinical Services
Supervisor (title): Executive Clinical Director
Exempt/Non-exempt: Exempt
Department: Clinical Services
Prepared by/Date: Myra J. Griffie 3/30/2010
Approved by/Date: Sarah Quirk 12/6/2012
Updated by: M. Griffie 6/2014

Summary: *(A brief description that summarizes the overall purpose and objectives of the position, the results the worker is expected to accomplish and the degree of freedom to act.):*

Within the context of Lutheran Services Carolinas' policies and procedures, the Director of Clinical Services provides guidance and support to LSC child and family programs. The position provides clinical support to ensure fidelity to the treatment models, development and implementation of treatment interventions and strategies, and offers assistance in high risk and complex cases.

Essential Functions:

1. Follow Lutheran Services Carolinas policies and procedures.
2. Provides ongoing clinical support and direction to the programs in which they are assigned by providing clinical consultation with staff, provide guidance to staff around high risk and complex cases and ensure appropriate interventions are being utilized.
3. Assist LSC staff in obtaining appropriate levels of care and authorization for clients by collaborating with Medical Directors, MCOs, therapists, and other providers as necessary.
4. Responsible for assessing the fidelity of the treatment protocols and models utilized agency programs.
5. Provide clinical consultation for case management staff and/or direct care staff and case staffing for clients identified as high risk
6. Develop training plans for programs. Provide staff training on a quarterly basis as necessary.
7. Review critical incident reports for appropriate follow up and interventions.

8. Serves on various committees regarding program development and outcomes.
9. Abide by licensing board requirements, if applicable.
10. Other duties as assigned by Supervisor.

Supervisory Responsibilities, if any: Interns

Working Conditions (please complete the information listed below):

- Usual office conditions
- Travel to other locations; approximately 30%
- Usual home-based conditions
- Usual office conditions with occasional exposure to some undesirable elements*
- Frequent exposure to undesirable elements*

*List the undesirable elements with the percent of the work day exposed to the elements.

1. _____ %
2. _____ %
3. _____ %

Physical Effort (please complete the information listed below):

The job duties require lifting or moving moderate to heavy materials as a regular part of the job.

- No Yes

*List the activity requiring physical effort, the weight or effort required (in pounds) and the percent of the work day spent in actual, hand-on movement of weight:

<u>Activity</u>	<u>Weight of Materials</u>	<u>% of day</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Minimum Job Requirements:

Education: Masters Degree of Social Work or a related field of study in human services. Current licensure required i.e. LCSW, LPC

Experience: Three years of experience in human service field

Specific skills/abilities: Appropriate licensure for field of study, and have a valid driver's license. (1) Knowledge of state required mandates for agencies providing services, (2) Knowledge of mental health diagnoses and developmental disabilities, (3) Knowledge and experience in treating traumatized persons, (4) Knowledge of evidenced based practices for different populations, (5) knowledge of psychotropic medications, (6) knowledge of the mental health system, child welfare system.

Success Factors: *(Personal characteristics that contribute to an individual's ability to excel on the job)*

Good communication skills
Strong clinical assessment skills
Strong advocate
Knowledge of DSM IV and diagnostic criteria.
Strong team player
Strong facilitation skills
Skilled in working on multiple tasks simultaneously
Good listener
Ability to be flexible
Self directed and independent worker
Ethical

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date