



JOB DESCRIPTION | CLINICAL DIRECTOR

Employment Status: Full-Time

Supervisor: Chief Program Officer

Salary Range: Competitive, based on experience and qualifications

The mission of All Star Children's Foundation (ASCF) is to build a brighter future for children in foster care through innovation, science, and compassion. ASCF is situated on a 5-acre campus that includes a pediatric mental health treatment and research center, along with 6 single-family foster homes. Foster parents and children on campus receive comprehensive supportive services from a team of trauma-informed professionals.

The Clinical Director is responsible for managing and organizing all activities of ASCF's clinical department, including clinical administrative operations and compliance with grants, contracts, insurance panels, and clinical ethical guidelines. The incumbent leads a multidisciplinary team of trauma-informed professionals, including mental health clinicians, psychiatric providers, and other allied health professionals, to ensure evidence-based and trauma-informed service provision and coordination of services to all clients. The Clinical Director will have the responsibility for upholding the mission and vision of the All Star Children's Foundation, while supporting excellence and growth of clinical staff.

A successful candidate will have the following ideal qualifications:

- Master's degree or higher in mental-health related field.
- Current mental health licensure or license eligibility in the state of Florida.
- 5 years of director-level, leadership, and/or management experience required.
- 10 years of experience providing evidence-based mental health services to children and families required.
- Advanced knowledge of standards and regulations governing community mental health services.
- Advanced knowledge and training in trauma-informed, evidence-based intervention and assessment models for children and families.
- Ability to build strong teams to meet performance goals.
- Excellent oral and written communication skills.
- Ability to lead and work effectively within a multidisciplinary team of professionals.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and data management environments.

Essential Duties and Responsibilities:

CLIENT SERVICES

- Conduct trauma-informed, evidence-based assessment and treatment services for children and families involved with Florida's child welfare system in accordance with All Star protocols and programming.
- Direct triage and referral protocols and decisions.

SUPERVISION AND SUPPORT

- Manage all members of clinical staff and ensure compliance to All Star program protocols, policies, and procedures.
- Perform employee reviews and provide clear, direct, and supportive feedback.
- Provide regular individual and/or group clinical supervision to clinical staff.

- Create programming to regularly assess for secondary traumatic stress and support self-care strategies among clinical staff.
- Identify opportunities for training and continuous professional growth and development of clinical staff.

PROGRAM MANAGEMENT

- Provide management for daily clinical operations.
- Manage concerns relating to coverage, productivity, customer service skills, and workload expectations.
- Develop, implement, and manage policies and procedures to ensure quality services for clients and accountability for staff.
- Provide ongoing review and evaluation of the clinical program to ensure that client needs, agency standards, and funding requirements are met.
- Ensure that staff documentation and client files are maintained in accordance with requirements set forth by agency policies, funding sources, Medicaid guidelines, and state and federal laws.
- Collaborate with administrative staff in grant writing and reporting.
- Ensure that clinical staff are maintaining fidelity to evidence-based protocols and procedures.
- Ensure all clinical activities are consistent with ASCF mission, vision, and philosophy to care.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

Strategic Thinking	Incumbent offers advice and creates plans based on analysis of issues and trends, and how these link to the responsibilities, capabilities, and potential of the organization. Scans an ever-changing, complex environment in anticipation of emerging crises and opportunities. Develops well informed advice and strategies that are sensitive to the various needs of multiple stakeholders and partners, reflects the strategic direction of the department and position the organization for success.
Judgement	Makes sound decisions; bases decisions on fact rather than emotion; analyzes problems skillfully; uses logic to reach solutions.
Problem Solving	Anticipates problems; sees how a problem and its solution will affect other units; gathers information before making decisions; weighs alternatives against objectives and arrives at reasonable decisions; adapts well to changing priorities, deadlines and directions; works to eliminate all processes which do not add value; is willing to take action, even under pressure, criticism or tight deadlines; takes informed risks; recognizes and accurately evaluates the signs of a problem; analyzes current procedures for possible improvements; notifies supervisor of problems in a timely manner.
Clinical Skills	Maintains an ethical practice (e.g. awareness of ethical standards and conduct); demonstrates strong client relationships and interpersonal skills (e.g. establishes and maintains rapport, accurately perceives and understands clients, and maintains role boundaries); Recognizes diversity, individual difference, and cultural competency in clinical practice; implements appropriate assessment and intervention strategies; demonstrates competency in general clinical skills including the understanding of concepts, theory, and empirical foundations for practice.
Supervision & Management	Coordinates the day-to-day operations of the clinical department; supervises a multi-disciplinary staff of clinicians; confers with staff regularly regarding techniques used, case progress, and related matters for the purpose of promoting and evaluating professional development, assuring quality of care, and reviewing work in progress; coordinates the assignment of cases; conducts staff meetings and provides training; schedules staff to provide for clinic coverage; evaluates work performance; assists in disciplinary proceedings; ensures compliance with related federal, state, local, and departmental regulations and policies.

Organization	Able to manage multiple projects; able to determine project urgency in a practical way; uses goals to guide actions; creates detailed action plans; organizes and schedules people and tasks effectively.
Cooperation & Teamwork	Works harmoniously with others to get a job done; responds positively to instructions and procedures; able to work well with staff, co-workers, peers and managers; shares critical information with everyone involved in a project; works effectively on projects that cross functional lines; helps to set a tone of cooperation within the work group and across groups; coordinates own work with others; seeks opinions; values working relationships; when appropriate facilitates discussion before decision-making process is complete.
Quality of Work	Maintains high standards despite pressing deadlines; does work right the first time; corrects own errors; regularly produces accurate, thorough, professional work.
Reliability	Personally responsible; completes work in a timely, consistent manner; works hours necessary to complete assigned work; is regularly present and punctual; arrives prepared for work; is committed to doing the best job possible; keeps commitments.
Support Diversity	Treats all people with respect; values diverse perspectives; participates in diversity training opportunities; provides a supportive work environment for a multicultural staff; applies the ASCF's commitment to cultural proficiency; shows sensitivity to individual differences; treats others fairly without regard to race, sex, color, religion, mental or physical ability, health status, nation of origin, gender identity or expression or sexual orientation; recognizes differences; takes advantage of opportunities to learn and gain by working together; values and encourages unique skills and talents; seeks and considers diverse perspectives and ideas.
Delegation	Delegates work assignments, gives authority to work independently, sets expectations, and monitors delegated activities.
Leadership	Inspires and motivates others to perform well, and accepts feedback from others
Management Skills	Delivers results by maximizing organizational effectiveness and sustainability. Ensures that people have the support and tools they need, and that the department as a whole has the capacity and diversity to meet current and longer-term organizational objectives. Align people, work, and systems with the business strategy to harmonize how they work and what they do. Conscientiously assign performance goals, offer year-round performance feedback, and conduct timely performance discussions and reviews.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, communicate and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

ASCF an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. ASCF makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.