



SOUTHERN IOWA MENTAL HEALTH CENTER JOB DESCRIPTION

TITLE: Director of Clinical Services

SUPERVISED BY: Executive Director

APPROVED BY BOARD: 2/3/09

REVISED: 8/20/2009

6/26/2014

3/26/2015

9/17/2018

REVIEWED: 6/2017

4/2024

EQUITY STATEMENT:

At Southern Iowa Mental Health Center (SIMHC) we are committed to fostering an environment of equity, inclusivity, and respect. We recognize the unique challenges that individuals from diverse backgrounds may face in their mental health journeys. Our practice is dedicated to providing compassionate and culturally sensitive care that values the inherent worth and dignity of every person.

We believe in acknowledging and addressing the impact of systemic inequalities on mental health. Our commitment to equity is reflected in our efforts to create a welcoming space where individuals of all races, ethnicities, genders, sexual orientations, abilities, and socioeconomic statuses feel understood and supported.

JOB SUMMARY:

The Director of Clinical Services is a part of the leadership team at Southern Iowa Mental Health Center and works closely with the leadership team in the day-to-day management of all services of the Center.

The Director of Clinical Services provides clinical consultation and guidance for the clinical/therapy staff as they perform the provision of clinical mental health services with clients at the Center or in the community. The Director of Clinical Services also oversees the Assertive Community Treatment (ACT) team and Substance Use Disorder treatment program. Mental health clinical services specifically involve intake assessment, prescreening, emergency sessions/crisis intervention, consultation/education, individual psychotherapy, and group psychotherapy. In addition, the Director of Clinical Services leads the clinical direction of the Center and is always looking for ways to increase clinical compliance and effectiveness.

The Clinical & Quality Improvement Director position is a full-time position; 40 hours per week, salaried exempt paid position. This position also requires a small caseload of patients.

I. PRIMARY FUNCTIONS:

1. Work closely with the leadership team to assess the clinical and service needs of the full Center. Continuously look for gaps in service and assess community need. Take a leadership role in the development of new clinical projects.
2. Train/orient new clinicians to the clinical practices/procedures at the Center.
3. Provide clinical supervision for licensure, to those non independent clinicians, as needed and as able.
 - a. Supervisory Protocol includes but is not limited to: reviewing all documentation completed by the non-independent clinician (initial assessments, progress notes, treatment plans, discharge summaries, etc); weekly 1:1 supervision meetings in which focus on the goals of the supervision plan and give appropriate feedback; group supervision in which all of the therapists meet on a weekly basis to discuss cases
4. Train/orient and provide supervision to students that are completing internships/practicum experiences at the Center.
5. Work closely with the full leadership team to continue the roll out of the Center's EMR system. Work in the development of new assessments and continued integration to ensure the EMR system is being used to its full potential.
6. Plan and facilitate the weekly clinical staff meeting. Keep a record of proceedings at the clinical staff meeting.
7. Work closely with the SIMHC leadership team in the implementation and management of Quality Assurance activities within the clinical services.
8. Lead and supervise the Assertive Community Treatment (ACT) team.
9. Lead and supervise the Substance Use treatment team.

10. Be available at the Center during working hours or by telephone during non-working hours for clinical staff consultation/supervision as needed.
11. Meet all duties and functions as listed on the Mental Health Professional/Therapist job description at the Center.
12. Maintain confidentiality of client records and information.

II. QUALIFICATIONS

1. Must have a minimum of a master's degree in social work, psychology, counseling, or closely related human services field from an accredited institution.
2. Must have a license in the State of Iowa that provides for independent practice.
3. Previous supervisory or clinical direction experience is preferable.

III. DEGREE OF SUPERVISION

1. Will be responsible for communicating and meet regularly with the leadership team at SIMHC to plan for and address any clinical needs or concerns.
2. Performance evaluation will be done by the Executive Director.

IV. POSITIONS SUPERVISED

1. All therapist/clinical staff
2. All substance use disorder treatment staff
3. Assertive Community Treatment (ACT)

V. REQUIREMENTS FOR POSITION

1. Flexibility to alter schedule as needed. Must be able to respond and cope with unplanned activities as they arise.
2. Must have the ability to practice good communication with full SIMHC staff and leadership team.
3. Must have good decision-making skills and ability for critical thinking. Must have a solid clinical mind, along with good customer service skills.

4. Must have concise, easily understood verbal and written communication skills. Must be able to communicate effectively with all members of the SIMHC team.
5. Must be able to move about freely within the community. Must have reliable transportation and be available for community presentations when requested.
6. Must be a self – starter, be self organized and able to complete tasks in a timely manner on an independent basis.
7. Must be organized and able to complete multiple tasks at the same time.
8. Leadership skills required. Must possess the ability to lead others in a direction that is best for the full Center.
9. Must be able to get along with peers in a constructive and respectful way.
10. Must be able to work a full 8-hour day – consisting of mostly sitting and repetitive typing.

I, _____, acknowledge receipt and understand my position description (Director of Clinical Services) and agree to abide by the functions/responsibilities stated. It is understood that this is not to be interpreted as a legal document or as an employee contract. Employment with SIMHC is “at will” and may be terminated with or without cause at any time for any reason at the discretion of the Center. I understand my job title is Director of Clinical Services. I understand it is my responsibility to request accommodation if there are any parts of this job description, I am unable to perform. I understand that SIMHC will try to meet those accommodations to the best of their ability, however not all may be possible.

Employee Signature

Date

Supervisor Signature

Date