

CLINICAL DIRECTOR ~ JOB DESCRIPTION

Position Title: Clinical Director

Position Status: Full-Time (Exempt) 40 Hours per Week

Position Qualifications: PCC, LISW, Supervision designation required, licensed in the state of Ohio through CSWMFT, minimum of 3-5 years supervisory experience, bereavement experience and supervisor designation preferred

Reports to: Executive Director, Cleveland

Job Description: The primary responsibility of this position is to provide clinical leadership and oversight of staff and interns, as well as develop and deliver comprehensive student internship programming while managing an appropriate individual caseload.

Clinical Director Responsibilities:

- Assume responsibility for oversight and management of the clinical services provided by Cornerstone of Hope (COH) staff to include Cleveland, Cleveland Interns and PRN personnel supervisors. May be asked to assist with clinical advice at satellite locations in Columbus and Lima.
- Provide leadership and supervision to all clinical staff and written performance evaluations annually.
- Identify the need for staff education and assist in the development of in-service programs and trainings.
- Evaluate and implement new and existing COH procedural systems (i.e. Intake/Assessment process, long distance counseling through skype, client satisfaction, etc.) in conjunction with the Executive Director, as it relates to both the clinical and day to day operations.
- Oversight of staff caseloads, clinical documentation and compliance with licensing regulations and legal and ethical standards.
- Development and oversight of client and customer satisfaction surveys and outcomes.
- Receive, investigate, and make recommendations regarding client complaints.
- Participate in staff selection and orientation of new personnel as appropriate.
- Maintain an appropriate caseload of clients and families who have experienced a loss to include: intake meetings for assigned client(s) and implementation of treatment plans.

- Work Camp Erin weekend summer grief camp annually.
- Participate in strategic planning and facilitate actions items to assigned staff to accomplish organizational goals.

Internship Supervisory Responsibilities:

- Recruits, screens, orients, enroll, and prepare students to participate in the internship program.
- Coordinates with school administrators, faculty, and field staff to ensure students successfully participate in the internship program.
- Maintain accurate data, records, and files to track the activities, achievements, participation, progress, evaluation, and status of participating interns.
- Assign and communicate status of interns to existing clinical staff and site supervisors for purposes of supervision and ongoing performance.

Other Related Responsibilities:

- Attend regularly scheduled staff meetings.
- Run clinical meetings, prepare quarterly “mission moment” for Board meetings, and prepare/present CEU seminars in the community.
- Plan/Participate in other programs related to Cornerstone of Hope (i.e. Remembrance Ceremonies, Guest Speakers, etc.) and attend two signature fundraising events each year.
- Carry out other responsibilities as delegated.

