

A CENTER FOR GRIEVING
CHILDREN, TEENS AND ADULTS

CLINICAL DIRECTOR ~ JOB DESCRIPTION

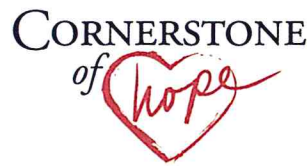
Position Title:	Clinical Director, Central Ohio
Position Status:	Full Time (Part-Time candidates will be considered)
Position Qualifications:	LPCC, LISW, Supervision designation required, licensed in the state of Ohio through CSWMFT, minimum of 3-5 years supervisory experience, bereavement experience
Reports to:	Executive Director, Central Ohio

Job Description:

The Clinical Director, Central Ohio location is in charge of all clinical staff/programming of the Central Ohio, Cornerstone of Hope location. These areas include but are not limited to the following: oversight and supervision of clinical staff/programming, evaluation of staff/interns, program effectiveness and clinical procedures, passion for bereavement with previous experience, development and community awareness of new and existing programs, and carry a small caseload of clients.

An outline of job related duties is listed below; however the list is not meant to be inclusive. The Clinical Director is responsible for reporting a summary of highlights to the Executive Director, in the following areas...

- Clinical
 - Provide leadership and supervision to all clinical staff and interns, as well as oversight of all clinical programming.
 - Recruits, screens, orients interns and coordinates with school administrators, faculty, and field staff to ensure students successfully participate in the internship program.
 - Maintain a small caseload of clients and families, as needed, who have experienced a loss to include: intake meetings for assigned client(s) and implementation of treatment plans.
 - Facilitate support groups as needed with the availability to work one-two evenings a week for clinical support.
 - Receive, investigate, and make recommendations regarding client complaints and customer satisfaction.
 - Enhance our organization wide process from incoming call to discharge of clients.



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- Operations
 - Managing the clinical day-to-day operation with the support of the Executive Director
 - Evaluate and implement new and existing COH procedural systems (i.e. Intake/Assessment process, client satisfaction, etc.) in conjunction with the Clinical Director (Cleveland).
 - Facilitate regularly scheduled staff/clinical meetings.
 - Facilitate annual performance reviews with current staff and develop meaningful goals for each staff member to accomplish on an annual basis
 - Identify and report key service statistics on a monthly basis
 - Plan / Participate in other programs related to Cornerstone of Hope (i.e. Remembrance Ceremonies, Guest Speakers, etc.)
 - Adheres to confidentiality law and procedures at all times

- Community Outreach
 - Develop collaborative relationships throughout the entire community to create awareness, increase service efforts and referrals, promote and conduct education/training
 - Partnership Programs/Service Revenue
 - a. Continually build, promote, evaluate the existing partnership programs and develop new partnerships:
 - i. Funeral Home Partnership
 - ii. Hospice Partnership
 - iii. Corporate Partnership
 - iv. Other Partnership(s)
 - b. Education and Training
 - i. CEU workshops for local professionals
 - ii. Develop new ways to increase revenue from educational service
 - Performs miscellaneous and/or other job-related duties as needed

Orientation, 45 & 90-Day Review: All new employees are on a 90-day probation period.

After 90-days Cornerstone of Hope will meet with the employee to discuss the work environment, goals, and expectations and discuss if the working relationship should continue.