

Director of Clinical Services

Jackson Campus

General Job Summary: The Director of Clinical Services assumes overall responsibility for the supervision of all therapeutic services and day to day operations of the Methodist Children's Homes Community Mental Health Clinic. The Director of Clinical Services reports directly to the Chief Operations Officer and also ensures high quality service delivery by clinical team.

Essential Functions:

- Guides and supports clinical team in providing treatment interventions for the agency's therapeutic group homes, therapeutic foster homes, community mental health and MYPAC services .
- Serves as the MCH's clinical expert in the coordination of all MCH therapeutic services.
- Ensures that services provided are in compliance with MS Department of Medicaid and MS Department of Mental Health standards and billing guidelines.
- Works closely with Team members to provide them with support, feedback and guidance in the implementation of treatment.
- Responsible for the ethical application of best mental health treatment practices.
- Operates in accordance with all pertinent rules for therapeutic programs/services.
- Reviews weekly billing notes and works closely with clinical team to ensure efficient and timely submission of progress notes via electronic healthcare records system (OnTarget).
- Carry a minimum caseload as needed.
- Represents the therapeutic programs in the communities, with referring agencies and their staff, and builds positive and collegial working relationships with many other community agencies.
- Actively participates as a member of the Admissions Committee.
- Conducts and leads Clinical Supervision Meetings with clinical team.
- Provides clinical recommendations regarding the psychological needs of clients.
- Provides clinical supervision for employees within the agency seeking to qualify licensure requirements.
- Hires, trains and supervises all Clinical staff.
- Leads efforts to ensure that the agency obtains/maintains Medicaid and/or other insurance credentials.
- Participates in the development and achievement of MCH community mental health program goals and objectives.
- Assists in staff development related to therapeutic intervention and skill development.
- Attends Board meetings as necessary or required and performs other tasks as assigned.

Qualifications:

Knowledge & Experience

- Must be twenty-one (21) years of age
- Must have a Master's Degree plus five (5) years of experience working with client population.
- Must have a current, unrestricted, Mississippi license (LCSW/LPC/LMFT)
- Must have a working knowledge of complex trauma and evidenced-based treatments.

Skills/Working Conditions:

- Must maintain valid Driver's License and an acceptable driving record.
- Must be insurable by Methodist Children's Homes insurance carrier.
- Must be able to work flexible schedule and shifts including overnights, weekends, holidays and

extended periods of time.

- Must be able to work in a fast paced, high pressure, high stress environment.

Physical Requirements

- Must provide a negative drug screen result prior to employment.
- Must pass a pre-employment physical and TB test and on-going physical assessments as required
- Have the ability to demonstrate organizational, management, and leadership skills.
- Have the ability to generate multiple solutions to meet the changing needs of clients, staff, and communities
- Have the ability to communicate professionally, in both verbal and written formats, with consumers, including, but not limited to parents, supervisees, colleagues, and community service providers.
- Regular attendance at primary worksite and agency related events.
- Have the ability to work overtime.
- Have the ability to comprehend and produce accurate program documentation, including, but not limited to correspondence.
- Have the ability to perform physical demands associated with daily operational functions, property management, and client interactions, such as standing bending, lifting, participation in physical activities, facility cleaning (interior & exterior) and maintenance, cooking, shopping, supplies inventory, and other rotating assignments.

I HAVE READ AND UNDERSTAND MY JOB DESCRIPTION

Employee Signature

Date