



## **JOB DESCRIPTION**

<b>POSITION TITLE:</b>	<b>DEPUTY CLINICAL DIRECTOR</b>
<b>RANGE:</b>	<b>M</b>
<b>STATUS:</b>	EXEMPT
<b>SUPERVISOR:</b>	CLINICAL DIRECTOR
<b>DEGREE OF SUPERVISION:</b>	Bi-Weekly Scheduled Meetings with Clinical Director
<b>POSITIONS SUPERVISED:</b>	Quality and Outcomes Analyst, Utilization Manager, Access Specialist, Training Specialist and other positions as assigned.
<b>PRIMARY PURPOSE:</b>	Ensures that the highest standards of practice are implemented across all agency services. Partners with Clinical Director to develop, implement and ensure fidelity to the clinical model and strategy of the agency. Guides and ensures that Quality Assurance and Outcomes are robust, relevant and results in meaningful outcomes to individuals served. Builds and sustains key external relationships with external clinical leaders and funders. Collaborates with Clinical Director to manage and seek new contracts with funders and ensures compliance with current contractual deliverables. Provides supports to agency service operations. Develops, implements tools and or strategies that promote the “balance score card” of delivering clinical services within the context of sustainable business practices.
<b>MINIMUM QUALIFICATIONS:</b>	<ul style="list-style-type: none"><li>• Licensed Psychologist, Clinical Social Worker (LCSW), Marriage &amp; Family Therapist, Professional Counselor, Registered Nurse (Baccalaureate), or a Master’s Degree in Education, Sociology or related field.</li></ul>

- Three years post-graduate experience in direct mental health service delivery including clinical programming, training, and supervisory responsibilities.
- Demonstrated ability to maintain high level relationships with families and partners, both external and internal partners.
- Work in clinical setting as a mental health practitioner helping
  - Facilitate a team approach toward treatment
  - Monitor, collect and evaluate data
- Provide proof of current, valid Oregon Driver's License (or if out-of-state will obtain Oregon license within 30 days), comprehensive automobile insurance (if applicable) and a safe driving record (minimum of 3 yrs.) to use company or personal vehicle for required duties.
- Successfully pass a Criminal Background Check and Medicaid Fraud Check.
- Present a positive attitude, professional demeanor and demonstrated respect with youth and young adults, families, staff, visitors, and community partners.
- Perform all work tasks in a proper and safe manner per established policies, procedures and guidelines to prevent unnecessary injury, time loss and agency expense.
- Comply with all federal, state and agency health and safety reporting requirements.

**PREFERRED QUALIFICATIONS:**

- Prior experience directing service work in a clinical setting
- Understand and be able to utilize the following treatment philosophies/models/approaches
  - Strengths-based
  - Family-driven
  - Youth-guided
  - Trauma-informed
  - Recovery Oriented
  - Crisis Intervention
  - A Variety of Therapeutic Modalities
- Ability to train and educate staff regarding the culture of care in the agency
- Understanding of outcomes and process measurement
- Familiarity with Medicaid requirements

**Core Competencies:**

**I. LEADERSHIP**

- A. Member of the agencies Senior Leadership team.
- B. Partners with team to develop and implement a strategic clinical vision, direction and ongoing management of the person served experience and outcomes across the agencies continuum of services.
- C. Promote agency culture and values by example, professional relationships, daily interactions, practice and systems.
- D. Competent in decision-making and problem solving. Includes team and individual voice in decision-making.
- E. Excellent interpersonal skills. Articulates a clinical vision and practice that inspires agency staff and results in attracting new talent to the team.

- F. Collaboration: Will work in collaboration with other agency staff and leaders to accomplish agency mission and strategic objectives.
- G. Actively and assertively seeks input and voice from all staff members of the agency.
- H. Facilitate, Attend, and Participate in leadership meetings, committees and trainings.
- I. Present a positive attitude, professional demeanor and demonstrated respect with youth and young adults, families, staff, visitors, and community partners.
- J. Demonstrate alignment with the philosophy of Trauma Informed Care, Youth Driven Care, and Recovery Models.
- K. Demonstrate flexibility adapting to program change.
- L. Model good communication skills.
- M. Participate in supervision, accept feedback and offer feedback to others.
- N. Develop and maintain collaborative relationships with families and community partners.
- O. Will cover the Clinical Director during absences.

## **II. SERVICE CONTRACT OVERSIGHT**

- A. Oversee all contracts for clinical services.
- B. Oversee the agency performance on contractual and grant deliverables. Provides written reports as necessitated by contract and/or grant requirements.
- C. Track contract and grant deliverables through internal systems that ensure compliance and achievement.
- D. Ensure billable contracts comply with Medicaid and Medicare requirements at all times.
- E. Actively seek out funder feedback on contract/grant performance.
- F. Negotiate contract rates and terms on behalf of the agency.
- G. Oversee the implementation and management of executable contracts.
- H. Oversee Access and Utilization Management functions.

## **III. STAFF DEVELOPMENT**

- A. Oversee preparation of annual agency training plan.
- B. Collaborate with Senior Clinical Director and Human Resources to ensure all staff are trained, and show competency in Clinical Model.
- C. Oversee and collaborate with other Directors and managers in preparation and implementation of annual agency training plan.
- D. Assist in the process of individual and agency-wide professional development competencies and goals being met.
- E. Assist in planning and coordination of internal clinical training.
- F. Provide direct training in as part of the annual agency training plan.

## **IV. QUALITY ASSURANCE/OUTCOMES**

- A. Work closely with Clinical Director to ensure that analysis, process initiatives, and quality assurance strategies are effectively implemented in clinical services.
- B. Provides on going initiation, monitoring, reporting and in depth analysis of all metrics, satisfaction surveys, complaints, quantitative and qualitative data from multiple sources.
- C. Brings clarity to the goals and performance metrics by providing ongoing feedback.
- D. Plays a key role in the culture of accountability.

- E. Collaborates with clinical service leadership to continuously develop and refine model that aligns services with evidence-based practices that result in desired outcomes of persons served and funders.
- F. Ensure that all written, clinical documentation and assessments are completed timely and according to applicable rules and standards.
- G. Partners with Clinical Director to ensure programs are licensed and accredited.
- H. Manage the development of policies and procedures that help the agency maintain compliance with industry standards and health care laws and regulations.
- I. As a part of Quality Control, plan to attend treatment team meetings as necessary.
- J. Partner with Clinical Director to provide ongoing developing, monitoring and in depth analyzing of all clinical metrics and Outcomes, satisfaction surveys, complaints, quantitative and qualitative data from multiple sources.
- V. Assure programs are represented Quality Assurance/improvement initiatives, committees and other related activities.
- VI. Assure program managers are monitoring survey readiness.
- VII. Assure timely and adequate documentation regarding programs QA activities.

#### **VIII. STAKEHOLDER ENGAGEMENT**

- A. Manage key relationships with community, state and funder stakeholders.
- B. Represents the agency to community groups, educational and professional organizations.

#### **IX. ADMINISTRATIVE**

- A. Attend applicable agency management meetings.
- B. Participate in program development as indicated or assigned.
- C. As necessary, establish and monitor relationships with CMHP's, CCO's, DHS law enforcement, OYA, AMH and mental health providers, while maintaining positive relationships with these agencies.
- D. Ensure coverage for direct reports in their absence.
- E. Provided leadership to the program managers in the absence of the Clinical Director.
- F. Engage in professional liaison activities, including interagency consultation, etc.
- G. Identify annual budget needs for department operations.
- H. Review program fiscal reports to identify opportunities to maximize revenues and productivity while streamlining expenses.

**Physical Demands:** The physical demands described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is regularly required to use hands to type, handle, reach with hands and arms; talk or hear. The staff person frequently is required to stand and walk. The staff person is occasionally required to sit, stoop, kneel, crouch or crawl. The staff person must frequently lift and or move up to 10

pounds and occasionally lift and/or move up to 45 pounds. Specific vision abilities required for this job include close vision, distance vision, and depth perception and operating a motor vehicle.

**Working Conditions:** The working conditions described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is frequently exposed to loud noises, outside weather conditions such as heat, cold and humidity. The staff person is occasionally exposed to chemical solutions and body fluids.

**Hazardous Conditions:** Risk of verbal and physical threats and harm from clients. Possible exposure to air and Blood borne Pathogens.

**Equipment Used:** May include general office equipment, such as computer, telephone, agency or personal vehicle, general cleaning supplies, and kitchen utensils/supplies.

**Travel:** Travel is expected for required trainings and providing supervision to supervisees.

**Other Responsibilities:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.